



REGISTRATION AND TITLE GUIDE

AUGUST 2002

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PREFACE

The Nevada Department of Motor Vehicles has prepared this guide to assist the motor vehicle industry when conducting business with the Department. It was created as an informational and instructional reference, and attention to the detailed information and examples will ensure proper completion of forms required to register and/or title vehicles in the State of Nevada.

Familiarity with the occupational licensing information and compliance with the licensing requirements will ensure that the business records on file with the Department are accurate and that they reflect the correct status of a business license. A vehicle industry occupational license is considered a privileged license. The business principal is responsible for compliance with all requirements pertaining to documents submitted to the Department.

If you have any suggestions that may help improve this guide, please provide them in writing to:

Nevada Department of Motor Vehicles
Management Services & Programs Division
Vehicle Programs
555 Wright Way
Carson City, NV 89711

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SECTION I

GENERAL INFORMATION

GUIDELINES

Always type or print in ink.

Owner information must be recorded on registration and title documents exactly as it reads on the owner's driver's license.

Ensure that the vehicle identification number (VIN), year, make, odometer readings and registered owner and legal owner information are consistent on all documents.

Signatures must always be handwritten, unless waived by the Department because the submittal is done by electronic means. A printed release will not be accepted unless accompanied by a notarized or witnessed statement (from the person in question) stating that the signature is a legal signature.

Do not use correction fluid or correction tape.

Do not alter any information on the documents.

A release should be the same as it appears on title documents, i.e., Elizabeth should sign as Elizabeth.

All documents must be originals, unless certified to be true copies of the original documents.

VEHICLE IDENTIFICATION NUMBER INFORMATION

Since 1954, American automobile manufacturers have used a Vehicle Identification Number (VIN) to identify and describe a vehicle.

Since 1981, all manufacturers of vehicles sold in the United States are required to use a standardized 17-digit VIN structure.

Variations exist in the location of a VIN and in the systems used for a VIN; they may vary by year of manufacture and between manufacturers.

A VIN should always be verified by a physical inspection of the vehicle.

VIN Schematic/Description

Position	Description
1-3	Manufacturer Identifier
4	Restraint System Type
5	Manufacturer Specification
6	Line, Series, Body Type
7-8	Engine Type
9	Check Digit
10	Model Year
11	Assembly Plant
12-17	Production Sequence Number

- 1st Character: Identifies the country in which the vehicle was manufactured, i.e., USA (1 or 4), Canada (2), Mexico (3), Japan (J), Korea (K), England (S), Germany (W), Italy (Z).
- 2nd Character: Identifies the manufacturer, i.e., Audi (A), BMW (B), Buick (4), Cadillac (6), Chevrolet (1), Chrysler (C), Dodge (B), Ford (F), GM Canada (7), General Motors (G), Honda (H), Jaguar (A), Lincoln (L), Mercedes Benz (D), Mercury (M), Nissan (N), Oldsmobile (3), Pontiac (2 or 5), Plymouth (P), Saturn (8), Toyota (T), VW (V), Volvo (V).
- 3rd Character: Identifies the vehicle type or manufacturing division.
- 4th to 8th Characters: Identifies vehicle features such as body style, engine type, model, series, etc.
- 9th Character: Identifies the VIN accuracy as a check digit.
- 10th Character: Identifies the model year, i.e., 1988 (J), 1989 (K), 1990 (L), 1991 (M), 1992 (N), 1993 (P), 1994 (R), 1995 (S), 1996 (T), 1997 (V), 1998 (W), 1999 (X), 2000 (Y), 2001 (1), 2002 (2), 2003 (3).
- 11th Character: Identifies the assembly plant for the vehicle.
- 12th to 17th Characters: Identifies the sequence of the vehicle for production as it rolled off of the manufacturer's assembly line.

IMPORTANCE OF ACCURACY

The Department of Motor Vehicles uses the VIN as the primary identifier for entry and retrieval of records. It is therefore critical that all documents are completed using the correct VIN.

TO AVOID ERRORS:

Ensure the entire VIN is used at all times.

Ensure the VIN is entered or recorded accurately. It is best to use block letters.

If the VIN is handwritten, try to avoid the following most common errors:

<u>LETTER</u>	<u>MAY BE MISTAKEN FOR</u>
B	13 or 8
D	0
G	6 or C
J	T or I or 5
R	K
S	5
Y	4 or H
Z	2 or a 7 on a line

“l” and “1” are often confused. The letter “l” is rarely used in a VIN.

The letter “O” is never used in a VIN, with the exception of VINs that are assigned by the States of Colorado (i.e., COLO123456) or Missouri (DR000000MO or DRMVB0000000000MO).

NOTARIES PUBLIC

A dealer's signature is not required to be acknowledged by a notary public on documents that the dealer must file with the Department, except for the Repossession Affidavit, Application for Duplicate Nevada Title, Lien Satisfaction and Statement of Facts.

If a document must be notarized, the provisions of Nevada Revised Statutes (NRS) 240.010 through 240.150 must be followed.

A notary public may not perform any act authorized by NRS 240.065 if he or she:

1. Executed or is named in the instrument acknowledged or sworn to;
2. Will receive directly from a transaction relating to the instrument any commission, fee, advantage, right, title or interest, property or other consideration in excess of the authorized fees; or
3. Is related to the person whose signature is to be acknowledged or sworn to as a spouse, sibling, or lineal ancestor or descendant.

ATTEMPT TO CONTACT

There are instances where the Department requires proof of an attempt to contact an owner or lienholder of record. If asked to comply with such a request, all documents must be submitted directly to the office that initiated the request.

Write to the owner of record at the address on file with the Department asking that the enclosed documents be signed (bill of sale, application for a duplicate title, etc., depending on the situation).

Send the letter by CERTIFIED MAIL, RETURN RECEIPT REQUESTED.

If the letter is returned as “undeliverable,” DO NOT OPEN IT.

If the letter is received, the green return receipt becomes validation of contact.

If the letter is returned with a forwarding address filed with the U.S. Postal Service, resend the letter to the forwarding address by CERTIFIED MAIL, RETURN RECEIPT REQUESTED.

The customer must bring in the documents that were returned along with all other associated paperwork.

MOTOR HOMES

Motor homes are vehicles described as permanently attached to a chassis and that are designed for use as temporary living quarters. Nevada Revised Statutes define three types of motor homes.

Mini motor home (NRS 482.066): A vehicular-type unit designed for temporary living quarters for travel, camping or recreational use which is:

1. A structure attached permanently on a self-propelled chassis; or
2. A portable unit designed to be affixed permanently to a truck chassis with cab, which is designated as a mini motor home by the manufacturer.

Motor home (NRS 482.071): A structure:

1. Attached permanently to a self-propelled motor vehicle chassis;
2. Designed as a temporary dwelling for travel, recreational or camping use; and
3. When assembled for the road, having a maximum body width of 102 inches.

Chassis-mount camper (NRS 482.0151): A portable unit designed to be permanently affixed to a truck chassis and cab, and so constructed as to provide temporary living quarters for travel, camping or recreational use.

In all cases, the chassis/frame number is used as the vehicle identification number (VIN).

The make of the vehicle is the motor home name, not the chassis/frame manufacturer.

Example: Winnebago makes the Itasca and Fleetwood makes the Tioga. The makes are therefore Itasca and Tioga; Winnebago and Fleetwood are not used.

The vehicle year is as established by the manufacturer on the vehicle's original documentation.

In all cases, the vehicle length must be included on the registration and title documents as part of the vehicle description. When issuing a Dealer's Report of Sale, indicate the length of the vehicle in the model area.

TRANSMITTALS TO THE DEPARTMENT

When mailing title documents to the Department, include two copies of the transmittal form. Both copies of the transmittal form will be date stamped upon receipt; one form will be returned to the submitting business and the second retained by the Department for its records.

The transmittal form must be completed in full, and must identify the name and address of the business.

The transmittal form should also be used when resubmitting title documents that were returned by the Department for correction or because of the need for additional information. In cases where title documents are resubmitted, write "RESUBMITTAL" in red across the top of the transmittal form, and include any correspondence provided by the Department. Resubmittals will take priority in processing.

Please note that the transmittal form is not supplied by the Department. However, the sample form details the information that must be provided when submitting title documents to the Department.

TRANSMITTAL FORM TITLE SECTION					
Company Name, Address and Telephone					
Date of Transmittal:			By:		
No	Customer	VIN	Year	Make	Legal Owner
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

SHORT-TERM LESSORS 6-PERCENT GOVERNMENTAL SERVICES FEE CHARGED ON RENTAL OF PASSENGER VEHICLES

NRS 482.313 requires upon lease of a passenger car by a short-term lessor in this state, the short-term lessor to charge and collect from the short-term lessee a fee of 6 percent of the total amount for which the passenger car was leased, excluding any taxes or other fees imposed by a governmental entity.

- The amount of the fee must be included in the lease agreement and listed separately from all other charges.
- The fee must be identified as "Governmental Services Fee" and must be submitted quarterly to the Nevada Department of Taxation.

The Department of Taxation will mail a *Passenger Car, Governmental Services Fee Return* (Form STL-02) to each short-term lessor prior to the end of each calendar quarter.

The *Passenger Car, Governmental Services Fee Return* (Form STL-02) must be completed in full by short-term lessors reporting leases of passenger vehicles by listing the total dollar amount of all leases on which the 6-percent fee was charged during the previous calendar quarter. The return form must be filed even if no leases were made or fees collected. Two sets (an original and duplicate) of the return forms must be submitted to the Department of Taxation, along with the remittance of fees, on or before the end of the next month following the end of the calendar quarter.

The records, receipts, invoices and other pertinent papers documenting the leases must be available at all times during normal business hours for examination and copying by the Nevada Department of Taxation or the Nevada Department of Motor Vehicles or its authorized agents.

The records, receipts, invoices and other pertinent papers must be preserved intact for at least four years after the date that the record, receipt, invoice or paper was made.

If you have any questions, please contact State of Nevada, Department of Taxation.

- Carson City (775) 687-4820
- Reno (775) 688-1295
- Las Vegas (702) 486-2300

SECTION II

OWNERSHIP DOCUMENTS

AND FORMS

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MANUFACTURER'S CERTIFICATE OF ORIGIN NRS 482.423

The Manufacturer's Certificate of Origin (MCO or MSO) must be assigned by the manufacturer to the dealer, and properly reassigned by the dealer to the purchaser of the vehicle.

The MCO or MSO is a secure document, which means that there are security features contained on it that prevent erasing, altering or unauthorized reproduction.

Security features may include:

- Intaglio printing—a printing process where an engraved plate meets the paper under extremely high pressure forcing the paper into the incisions below the surface of the plate.
- High-resolution printing—a printing process which achieves excellent art clarity and detail quality approaching that of the intaglio process.
- Security paper—paper containing a security watermark and/or a security thread.
- Erasure-sensitive background inks—a process whereby the text is printed in a dark color ink over a fine line erasure-sensitive prismatic ink tint.
- Security paper—paper which has been chemically treated to detect chemical alterations.

MANUFACTURER'S CERTIFICATE OF ORIGIN (FRONT)

1. Date: The date the MCO was completed by the manufacturer.
2. Description of Vehicle: Must be completed by the manufacturer.
3. Dealer or Distributor: The name of the dealer or distributor the vehicle was initially delivered to.
4. Issuing Manufacturer's Information: The name and address of the manufacturer and the signature of the manufacturer's authorized representative.

CERTIFICATE OF ORIGIN FOR A VEHICLE							
DATE	①	INVOICE NO.					
VEHICLE IDENTIFICATION NO.	②	YEAR	②	MAKE	②		
BODY TYPE	②	SHIPPING WEIGHT				②	
H.P. (S.A.E.)	②	G.V.W.R.	②	NO. CYLS.	②	SERIES OR MODEL	②
<p>I, the undersigned, authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the invoice number indicated to the following distributor or dealer.</p> <p>NAME OF DISTRIBUTOR, DEALER, ETC.</p> <p>③</p>							
<p>It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.</p> <p>④</p>							
BY _____				_____			
(SIGNATURE OF AUTHORIZED REPRESENTATIVE)				(AGENT)			
CITY - STATE _____							

MANUFACTURER'S CERTIFICATE OF ORIGIN (BACK)

1. Name and Address: The name and address of the purchaser.
2. Odometer Reading: The current odometer reading for the vehicle.
3. Name of Dealership: The name of the dealer as shown on the front of the MCO.
4. Signature: The signature of the authorized dealer representative.
5. Notarization: Not required to be completed in Nevada.
6. Odometer Disclosure: Required to be completed for a retail sale. A separate federal odometer disclosure statement may be provided in lieu of completing this section.
7. Lienholder: The name and address of the lienholder, if applicable. If there is no lienholder, "None" must appear in this section.

Note: A Manufacturer's Certificate of Origin is invalid if it has been altered in any manner.

DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those described herein and warrants title to the vehicle.</p> <p style="text-align: center;">FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO</p> <p>NAME OF PURCHASER(S): _____</p> <p>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER: _____ BY: _____</p> <p>NAME OF DEALER/SHIP: _____ DEALER'S LICENSE NUMBER: _____</p> <p>State of: _____ before this _____ day of _____ 19 _____</p> <p>County of: _____ Notary Public</p> <p style="text-align: center;">USE NOTIFICATION ONLY IF REQUIRED IN TITLE JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S): _____</p> <p>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER: _____ BY: _____</p> <p>NAME OF DEALER/SHIP: _____ DEALER'S LICENSE NUMBER: _____</p> <p>State of: _____ before this _____ day of _____ 19 _____</p> <p>County of: _____ Notary Public</p> <p style="text-align: center;">USE NOTIFICATION ONLY IF REQUIRED IN TITLE JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S): _____</p> <p>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER: _____ BY: _____</p> <p>NAME OF DEALER/SHIP: _____ DEALER'S LICENSE NUMBER: _____</p> <p>State of: _____ before this _____ day of _____ 19 _____</p> <p>County of: _____ Notary Public</p> <p style="text-align: center;">USE NOTIFICATION ONLY IF REQUIRED IN TITLE JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S): _____</p> <p>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenth</p> <p>DEALER: _____ BY: _____</p> <p>NAME OF DEALER/SHIP: _____ DEALER'S LICENSE NUMBER: _____</p> <p>State of: _____ before this _____ day of _____ 19 _____</p> <p>County of: _____ Notary Public</p> <p style="text-align: center;">USE NOTIFICATION ONLY IF REQUIRED IN TITLE JURISDICTION</p>
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal law requires you to state the odometer mileage in connection with the transfer or ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading: _____ No Tenth. <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING ODOMETER DISCREPANCY</p> <p>Signature of Seller(s): _____ Date of Statement: _____ Date of Sale: _____</p> <p>Printed Name(s) of Seller(s): _____ Dealer's No: _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me</p> <p>Signature of Purchaser(s): _____ before this _____ day of _____ 19 _____</p> <p>Printed Name(s) of Purchaser(s): _____ Notary Public</p> <p>Company Name (if Applicable): _____ State of: _____</p> <p>Address of Purchaser(s): _____ County of: _____</p> <p style="text-align: center;">USE NOTIFICATION ONLY IF REQUIRED IN TITLE JURISDICTION</p>
LENDER	<p>1st lien in favor of _____</p> <p>whose address is _____</p> <p>2nd lien in favor of _____</p> <p>whose address is _____</p>

NEVADA CERTIFICATE OF TITLE NRS 482.285 and 482.400

There are currently several valid styles of Nevada Certificates of Title (Form RD-2) in circulation. For the purpose of this guide, only the two most recent styles will be addressed (Revision 10/96 and Revision 10/01).

The registered owner or seller must sign the certificate of title exactly as the name appears on the face of the certificate of title.

If there is more than one registered owner or seller, and they are joined by “and,” the signature of each registered owner or seller is required.

If there is more than one registered owner or seller, and they are joined by “and/or” or “or,” only one of the owner or seller’s signature is required.

If the owner or seller information is in the name of a business, the name of the business must appear along with the signature of an authorized business representative.

Buyer information must be completed indicating exactly how the new certificate of title is to read, and exactly as shown on the buyer’s driver’s license.

**NEVADA CERTIFICATE OF TITLE
(FORM RD-2)
REVISION 10/01 (FRONT)**

1. Vehicle Information: Includes the vehicle identification number, year, make, model and vehicle body.
2. Title Number: Assigned at the time the title is created.
3. Date Issued: The date the title was issued.
4. Odometer Miles: The reading that shows on the vehicle's odometer apparatus.
5. Fuel Type: The type of fuel that the vehicle uses.
6. Sales Tax Paid: Whether sales tax was paid for the vehicle ("Y" or "N").
7. Empty Weight: The actual weight of the vehicle when empty.
8. Gross Weight: The maximum recommended weight of the vehicle when full (passengers, luggage, etc.).
9. GVWR: The gross vehicle weight rating (the weight of the vehicle plus the vehicle's useful (maximum) load)).
10. Vehicle Color: The color of the vehicle.
11. Odometer Brand: The actual status of the odometer reading.
 - A. Actual Mileage
 - B. Exceeds Mechanical Limits
 - C. Warning Odometer Discrepancy
 - D. Exempt
12. Brands: The brands assigned to describe a vehicle.
 - A. Flood Damage
 - B. Lemon Law Buyback
 - C. Non-Rebuildable
 - D. Non-U.S. Vehicle
 - E. Not Street Legal
 - F. Rebuilt

13. Owner(s) Name and Address: The name and address of the person or persons the certificate of title is issued to.
14. Lienholder(s) Name and Address: The name and address of the legal owner of the vehicle who holds the security interest, if different from number 13.
15. Lienholder(s) Release: All Nevada Certificates of Title that show a lienholder require a release of lien. This section must be completed by the lienholder or his authorized agent. The signature of the lienholder or the authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.
16. Name and Address of Buyer(s): This section must be completed exactly as it is to appear on the new certificate of title; this is the first assignment.
17. Odometer Declaration: The odometer reading must be recorded exactly as it shows on the vehicle's odometer apparatus, excluding tenths. The seller(s) must complete the Odometer Statement to the best of his/her/their knowledge.
18. Odometer Reading: If the odometer reading is not the actual mileage of the vehicle, one of the statements must be checked. The certificate of title will be branded accordingly.
19. Date of Sale: The actual date the ownership of the vehicle was transferred.
20. Signature and Printed Name of the Seller(s).
21. Signature and Printed Name of the Buyer(s).

Note: Any alteration or erasure voids a Nevada Certificate of Title.

STATE OF NEVADA DEPARTMENT OF MOTOR VEHICLES							
CERTIFICATE OF TITLE							
VIN 1	YEAR 1	MAKE 1	MODEL 1	VEHICLE BODY 1	TITLE NUMBER 2		
DATE ISSUED 3	ODOMETER MILES 4	FUEL TYPE 5	SALES TAX PD. 6	EMPTY WT. 7	GROSS WT. 8	GVWR 9	
VEHICLE COLOR 10	ODOMETER BRAND 11		BRAND 12				
OWNER(S) NAME AND ADDRESS 13							
LIENHOLDER(S) NAME AND ADDRESS 14							
LIENHOLDER(S) RELEASE - INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED: 15							
SIGNATURE OF AUTHORIZED AGENT 15				DATE 15			
Printed Name							
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s):							
Printed Name of Buyer(s) 16				<input type="checkbox"/> AND <input type="checkbox"/> OR			
Printed Name of Buyer(s) 16							
Address		City		State		Zip Code	
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:							
17		18		19			
ODOMETER READING		MILE TENTHS		Date of Sale		WARNING: ODOMETER DISCREPANCY	
20		20		20			
Signature of Seller(s) 21				Printed Name of Seller(s) 21			
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>				Printed Name of Buyer(s) 21			
Signature of Buyer(s) 21				CONTROL NO. 000010A (THIS IS NOT A TITLE NO.)			
ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN(S) AS SHOWN.							
RD-2 (Rev. 10/01)							
ALTERATION OR ERASURE VOIDS THIS TITLE							

NEVADA CERTIFICATE OF TITLE REVISION 10/01 (BACK)

1. Dealer Only First Reassignment of Title: To be completed only by a dealer upon the first reassignment of the certificate of title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the certificate of title.
2. Dealer Only Second Reassignment of Title: To be completed only by a dealer upon the second reassignment of the certificate of title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the certificate of title.
3. Dealer Only Third Reassignment of Title: To be completed only by a dealer upon the third reassignment of the certificate of title. The dealer's business name and business license number must be recorded, and the reassignment must be completed in the same manner as the assignment on the front of the certificate of title.
4. Lienholder to be Recorded: This section must be completed if the new certificate of title is to reflect a security interest in the vehicle. The lienholder's name and address must be recorded. If there is no lienholder, "None" should appear in this section.

Note: Any alteration or erasure voids a Nevada Certificate of Title.

		FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.			
		The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s).			
1 FIRST REASSIGNMENT DEALER ONLY	Printed Name of Buyer(s) _____			<input type="checkbox"/> AND <input type="checkbox"/> OR	
	Printed Name of Buyer(s) _____			DEALER NUMBER _____	
	Address _____	City _____	State _____	Zip Code _____	
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:				
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ODOMETER READING		NO TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. Date of Sale ____ <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY. <input type="checkbox"/> Exempt - Model year over 9 years old.		
	Signature of Seller(s) _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>		Printed Name of Seller(s) _____		
Signature of Buyer(s) _____		Printed Name of Buyer(s) _____			
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s).					
2 SECOND REASSIGNMENT DEALER ONLY	Printed Name of Buyer(s) _____			<input type="checkbox"/> AND <input type="checkbox"/> OR	
	Printed Name of Buyer(s) _____			DEALER NUMBER _____	
	Address _____	City _____	State _____	Zip Code _____	
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:				
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ODOMETER READING		NO TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. Date of Sale ____ <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY. <input type="checkbox"/> Exempt - Model year over 9 years old.		
	Signature of Seller(s) _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>		Printed Name of Seller(s) _____		
Signature of Buyer(s) _____		Printed Name of Buyer(s) _____			
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. The undersigned hereby certifies that the vehicle described in this title has been transferred to the following buyer(s).					
3 THIRD REASSIGNMENT DEALER ONLY	Printed Name of Buyer(s) _____			<input type="checkbox"/> AND <input type="checkbox"/> OR	
	Printed Name of Buyer(s) _____			DEALER NUMBER _____	
	Address _____	City _____	State _____	Zip Code _____	
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:				
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ODOMETER READING		NO TENTHS <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. Date of Sale ____ <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY. <input type="checkbox"/> Exempt - Model year over 9 years old.		
	Signature of Seller(s) _____ I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>		Printed Name of Seller(s) _____		
Signature of Buyer(s) _____		Printed Name of Buyer(s) _____			
LIE NHOLDER TO BE RECORDED					
L I E N	Printed Name of Lienholder _____				
	Address _____	City _____	State _____	Zip Code _____	

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**NEVADA CERTIFICATE OF TITLE
(FORM RD-2)
REVISION 10/96 (FRONT)**

1. Vehicle Information: Includes the vehicle identification number, year, make, body type and model.
2. Odometer/Odometer Remarks: The reading that actually shows on the vehicle's odometer apparatus. The certificate of title will be branded as appropriate to indicate the status of the odometer reading.
 - A. Actual Mileage
 - B. Exceeds Mechanical Limits
 - C. Warning Odometer Discrepancy
 - D. Exempt
3. MSRP: The manufacturer's suggested retail price and the basis for the amount of governmental services tax imposed as part of the total registration fees. It is also used to compute the sales tax when the vehicle is sold between private parties.
4. Title Number: Assigned at the time the certificate of title is created.
5. Issue Date: The date the certificate of title was issued.
6. Type of Title: This information will read Original, Duplicate or Salvage.
7. Brand: The brands assigned to describe a vehicle.
 - A. Flood Damage
 - B. Lemon Law Buyback
 - C. Non-Rebuildable
 - D. Non-U.S. Vehicle
 - E. Not Street Legal
 - F. Rebuilt
8. Mailing Address: Indicates to whom and where the certificate of title is mailed.
9. Owner's Name and Address: Indicates to whom the certificate of title issued.

10. Lienholder: Indicates the legal owner of the vehicle if different from number 9.
11. Release of Lien: All Nevada Certificates of Title that show a lienholder require a release of lien. This section must be completed by the lienholder or his authorized agent. The signature of the lienholder or the authorized agent and the date of the signature are required to complete the release. If the lienholder is a business, the business name must appear along with the signature of an authorized representative of the business.

STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES AND PUBLIC SAFETY

CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NO. 1	YEAR 1	MAKE 1	ODOMETER 2
BODY TYPE 1	MODEL 1	MSRP 3	ODOMETER REMARKS 2
TITLE NO. 4	ISSUE DATE 5	TYPE OF TITLE 6	BRAND 7

MAILING ADDRESS
8

OWNER(S) NAME AND ADDRESS
9

LIENHOLDER
10

11 RELEASE OF LIEN

INTEREST IN THE VEHICLE DESCRIBED ON THIS TITLE IS HEREBY RELEASED

_____ LIENHOLDER NAME	BY _____ SIGNATURE OF AUTHORIZED AGENT	_____ DATE
--------------------------	---	---------------

ACCORDING TO THE RECORDS OF THE DEPARTMENT OF MOTOR VEHICLES AND PUBLIC SAFETY, THE PERSON NAMED HEREON IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE, SUBJECT TO LIEN(S) AS SHOWN

RD-2 (Rev. 10/98)

CONTROL NO.
000000
(THIS IS NOT A TITLE NO.)

ALTERATION OR ERASURE VOIDS THIS TITLE

NEVADA CERTIFICATE OF TITLE REVISION 10/96 (BACK)

Assignment of Title:

1. Name and Address of Buyer: This information must show exactly as it is to appear on the new certificate of title.
2. Odometer Declaration: The odometer reading must be recorded exactly as it appears on the vehicle's odometer apparatus, excluding tenths. The seller must complete the odometer statement to the best of his or her knowledge.
3. Odometer Reading: If the odometer reading is not the actual mileage, one of the statements must be checked. The certificate of title will be branded accordingly.
4. Date of Sale: The actual date the ownership of the vehicle was transferred.
5. The Signature and Printed Name of Seller.
6. The Signature and Printed Name of Buyer.
7. Dealer Reassignment (First and Second): These assignments are for dealers only, and they must be completed in the same manner as the assignment of title. The dealer's business name and business license number must be recorded.
8. Lienholder: This section must be completed if the new certificate of title is to reflect a security interest in the vehicle. The lienholder's name and address must be recorded. If there is no lienholder, "None" should appear in this section.

Note: Any alteration or erasure voids the certificate of title.

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.	
ASSIGNMENT OF TITLE	The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):
	Printed Name of Buyer(s) _____ <input type="checkbox"/> AND <input type="checkbox"/> OR
	Printed Name of Buyer(s) _____
	Address _____ City _____ State _____ Zip Code _____
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>2 [] [] [] [] [] [] NO TENTHS 3</p> <p>ODOMETER READING</p> </div> <div style="width: 55%;"> <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY <input type="checkbox"/> Exempt - Model year over 9 yrs old. </div> </div> <div style="text-align: right; margin-top: -20px;">Date of Sale 4</div>
Signature of Seller(s) _____ Printed Name of Seller(s) _____	
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>	
Signature of Buyer(s) _____ Printed Name of Buyer(s) _____	
FIRST ASSIGNMENT DEALER ONLY	7 The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):
	Printed Name of Buyer(s) _____ Street _____ City _____ State _____ Zip Code _____
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>[] [] [] [] [] [] NO TENTHS</p> <p>ODOMETER READING</p> </div> <div style="width: 55%;"> <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY <input type="checkbox"/> Exempt - Model year over 9 yrs old. </div> </div>
	Dealer No. _____ Date of Sale _____
	Dealer's Name _____
Signature of Agent _____ Printed Name of Agent _____	
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>	
Signature of Buyer/Agent _____ Printed Name of Buyer/Agent _____	
SECOND REASSIGNMENT DEALER ONLY	7 The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):
	Printed Name of Buyer(s) _____ Street _____ City _____ State _____ Zip Code _____
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>[] [] [] [] [] [] NO TENTHS</p> <p>ODOMETER READING</p> </div> <div style="width: 55%;"> <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY <input type="checkbox"/> Exempt - Model year over 9 yrs old. </div> </div>
	Dealer No. _____ Date of Sale _____
	Dealer's Name _____
Signature of Agent _____ Printed Name of Agent _____	
I am aware of the above odometer certification made by the seller/agent. <input type="checkbox"/>	
Signature of Buyer/Agent _____ Printed Name of Buyer/Agent _____	
LIEN	LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:
	Printed Name of Lienholder _____
	Address _____ City _____ State _____ Zip Code _____

APPLICATION FOR DUPLICATE NEVADA CERTIFICATE OF TITLE (FORM RD-12)

If a Nevada Certificate of Title has been lost, stolen or mutilated, a duplicate Nevada Certificate of Title may be applied for.

The *Application for Duplicate Certificate of Title* (Form RD-12) must be completed in full and submitted by the owner of record on file with the Department. The application must be signed and witnessed by a notary public or an authorized Nevada Department of Motor Vehicles representative.

The "Registered Owner(s)" and "Lienholder" areas must be completed exactly as shown on the current title record. If the original certificate of title was issued with "and" between the registered owner's names, all owners must sign the application.

If a lienholder is applying for the duplicate certificate of title, the lienholder must complete the application.

The "Requested By" area must be completed if the duplicate certificate of title is to be mailed to a different address or person.

An odometer certification is not required for a duplicate certificate of title; however, a new odometer reading should be recorded whenever possible on vehicles that are 9 years old or newer, subject to the Federal Truth-In-Mileage Act.

If the lien on the vehicle has been satisfied, a notarized lien release signed by the lienholder is required.

If an original Nevada Certificate of Title was never received, a *Lost Title Affidavit* (Form RD-206) must also be completed in full, notarized or witnessed by an authorized Nevada DMV representative, and submitted with the Application for a Duplicate Nevada Certificate of Title.



555 WRIGHT WAY
CARSON CITY, NV 89711
Reno/Sparks/Carson City (775) 684-4DMV (4368)
Las Vegas Area (702) 486-4DMV (4368)
Rural Nevada (877) 368-7828
www.dmvnv.com

APPLICATION FOR DUPLICATE NEVADA CERTIFICATE OF TITLE

INSTRUCTIONS

If an original Nevada Certificate of Title has been lost, stolen or mutilated, a duplicate title may be applied for 30 days after the certificate of title was issued.

- If an original Nevada Certificate of Title was never received, a "Lost Title Affidavit" (Form RD-206) must also be completed in full, notarized or witnessed by an authorized Nevada DMV Representative, and submitted with the Application for Duplicate Nevada Certificate of Title.
- The application must be completed by the owner of record on file with the Department of Motor Vehicles.
 - The owner of record is the legal owner or lienholder.
 - If there is no lienholder, the owner of record is the registered owner.
 - If the original title was issued with "AND" between the owners' names, all owners must sign all documents.
 - A company stamp or printed name of the company is required if the title was issued in the name of a company, along with the signature of an authorized representative of the company.
- The application must be notarized or witnessed by an authorized Nevada DMV Representative.
- If a lien has been satisfied (paid in full), the registered owner may sign the application if it is accompanied by an original notarized lien release.

If the registered owner is currently a resident of another state, a written statement, from the Department of Motor Vehicles in the new state of residence, verifying the fact that the Nevada Certificate of Title has not been surrendered to that state is required. The statement must include:

- A description of the vehicle, including the Vehicle Identification Number, year and make of the vehicle; and
- A statement that the Nevada Certificate of Title has not been surrendered in that state (the information must be on a document issued by the state the applicant is residing in).

A \$20.00 Duplicate Title fee must be submitted with the application.

The Duplicate Nevada Certificate of Title becomes the valid title. Any attempt to use a previously issued title may constitute fraud, pursuant to NRS 482.436, 482.545 and 482.555, which are considered Gross Misdemeanors.

If you locate an invalid title, return it to the Department immediately for disposal

APPLICATION FORM—DUPLICATE NEVADA CERTIFICATE OF TITLE

Please Print or Type

Year _____ Make _____ Model _____

Vehicle Identification Number _____

Current Odometer Reading (no tenths) _____

Date Last Certificate of Title was issued _____

Nevada License Plate Number _____

Registered Owner(s) – (as listed on latest certificate of title)

Name _____

Address _____
City State Zip Code

Legal Owner – (as listed on latest certificate of title)

Name _____

Address _____
City State Zip Code

Complete if certificate of title is to be mailed to an address other than the address listed above:

Requested By _____

Address _____

City, State, Zip Code _____

CERTIFICATION

I certify that I am the legal owner of the described vehicle and that the original Certificate of Title has been:

☐ Lost ☐ Stolen ☐ Mutilated ☐ Other _____
Please Explain

Signature of Applicant _____ Date _____

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public or Authorized Nevada DMV Representative

RD-12 (Rev 9/02)



555 WRIGHT WAY
CARSON CITY, NV 89711
Reno/Sparks/Carson City (775) 684-4DMV (4368)
Las Vegas Area (702) 486-4DMV (4368)
Rural Nevada (877) 368-7628
www.dmvnv.com

LOST TITLE AFFIDAVIT

Please Print or Type

hereby certify that Nevada Certificate of Title Number _____
issued on _____ for a Year _____ Make _____, Model _____
VIN _____

was never received. In the event the referenced title is located, I will surrender it immediately to the
Department of Motor Vehicles.

Department records indicate the title was mailed to:

Address _____ City _____ State _____ Zip Code _____

and my address is _____

Affiant's Printed Name

Affiant's Signature

Date

Subscribed and sworn before me this _____ day of _____, 20____.

(Notary Public or Authorized Nevada DMV Representative)

*** For Department Use Only ***

The Central Services and Records Division in Carson City was contacted on _____

they verified that the title in question was not returned as undeliverable by the U.S. Postal Service.

Approved: _____
Name Title

The approval of this affidavit relieves the applicant/affiant of payment of the \$20.00 fee for issuance of a Duplicate Nevada
Certificate of Title.

RD-206

09/02

ODOMETER MILEAGE DISCLOSURE NRS 482.245, NRS 484.606 to 484.6069

Federal and state laws and regulations require that an odometer disclosure be completed upon transfer of ownership for vehicles 9 years old or newer.

The odometer disclosure must be made in writing on the secure title document or on the secure reassignment document if one is used to reassign a title.

If the vehicle has never been titled, i.e., a new vehicle or one coming into the country for the first time, the disclosure should be made on a separate document. This document does not need to be secure, however, the same person (person includes company or corporation) cannot sign the disclosure as both the transferee and transferor.

The seller and purchaser must jointly attest to the odometer reading shown on the vehicle's odometer apparatus at the time of transfer of ownership of the vehicle.

If the odometer reading is not the actual mileage of the vehicle, the appropriate designation must be made on the odometer disclosure.

If a vehicle does not have an odometer, the disclosure must include a statement to that effect, and that the true mileage of the vehicle is not known.

An odometer disclosure must be completed when an out-of-state vehicle is titled for the first time in Nevada, even if there is no ownership change.

An odometer disclosure must include:

- The printed name and signature of each buyer and seller (the buyer and seller cannot be the same person);
- The current address of each buyer and seller;
- A complete vehicle description (make, model, year, body type and VIN);
- The current odometer reading, excluding tenths; and
- The date of the transfer of ownership.

A Secure Power of Attorney must be used to disclose the mileage of the vehicle when a certificate of title or ownership is physically held by a

lienholder or when a duplicate certificate of title or ownership is applied for. **Refer to Pages II-24 through II-28 for additional information on Secure Powers of Attorney.**

The original copy of the odometer disclosure statement must be submitted to the Department with the title documents.

LEASED VEHICLES

Before a transfer of ownership is documented, each lessor of a leased motor vehicle shall notify the lessee in writing that the lessee is required to provide a written odometer disclosure to the lessor regarding the mileage. The disclosure may be made on either the certificate of title or ownership, or if the reassignment area is filled, using the Dealer Reassignment of Title form. This disclosure must contain a reference to the federal law and must state that failure to complete or providing false information may result in fines and/or imprisonment. Reference may also be made to applicable state law.

The disclosure must be signed by both the lessee and lessor.

REPOSSESSED VEHICLES

The odometer reading for vehicles that have been repossessed must be reported by the legal owner of the vehicle (lienholder).

UNRECOVERED STOLEN VEHICLES

Vehicles that are transferred to an insurance company when a payoff is made on an unrecovered stolen vehicle are exempt from the odometer disclosure requirements due to the unavailability of the vehicle.

MILES VERSUS KILOMETERS

To accurately reflect the true reading of the odometer apparatus, the documents (title, reassignment, etc.) should indicate whether the odometer records the distance traveled in miles or kilometers.

SECURE POWER OF ATTORNEY

A *Secure Power of Attorney* (Form DS-300) is used when a certificate of title is physically held by a lienholder, or when a certificate of title has been lost. The owner of a vehicle may give power of attorney to a buyer for the purpose of mileage disclosure. The authorization to do so must be conveyed by a secure power of attorney.

The Secure Power of Attorney form may be purchased from any Field Services Office of the Department of Motor Vehicles.

Erasures, corrections or the use of correction fluid to correct any information other than an address void the form. If a correction to an address is made, an Erasure Affidavit (Form RD-19) must be completed and attached to the Secure Power of Attorney.

A copy of the statement must be retained by the buyer and the seller.

INSTRUCTIONS FOR COMPLETING THE NEVADA SECURE POWER OF ATTORNEY FORM

1. Vehicle Description: The vehicle identification number, year, make, model and body type.

Part A: Power of Attorney to Disclose Mileage

2. Sellers: The printed name of the sellers.
3. Buyers: The printed name of the buyers.
4. Date: The date Part A was completed.
5. Odometer Reading: Record the exact reading of the vehicle's odometer apparatus.
6. Check the appropriate box if the odometer reading is not the actual mileage of the vehicle.
7. The signature and printed name of the transferor/seller.
8. The address of the transferor/seller.
9. The signature and printed name of the transferee/buyer.
10. The dealer's business name.
11. The business license number of the dealer.
12. The address of the transferee/buyer.

Part B: Power of Attorney to Review Title Document and Acknowledge Disclosure

Note: Part B is invalid unless Part A has been completed.

13. The printed name of the transferee/buyer.
14. The printed name of the transferor/seller.
15. The signature and printed name of the transferee.
16. The complete address of the transferee.

17. The date Part B was completed.
18. The seller's printed name.
19. The exact reading of the vehicle's odometer apparatus.
20. Check the appropriate box if the odometer reading is not the actual mileage of the vehicle.
21. The signature and printed name of the transferor.
22. The dealer's business name.
23. The business license number of the dealer.
24. The complete address of the transferor.

Part C: Certification

Note: Part C is to be completed only if Parts A and B have been completed.

25. The name of the person exercising the power of attorney.
26. The signature and printed name of the person exercising the power of attorney.
27. The date Part C was completed.
28. The complete address of the person exercising the power of attorney.

FILING AND RETENTION OF COPIES

The original copy of the Secure Power of Attorney must be attached to the certificate of title when obtained, and is to remain with the title until it is filed by the dealer making application for title for the buyer.

The first copy of the Secure Power of Attorney must be retained by the dealer for at least five years.

The second copy of the Secure Power of Attorney must be given to the seller who completed the power of attorney in PART A.

Direct Business Systems • 775.825.9445
U.S. Forms 4.201.028 • 4.201.040

NEVADA
SECURE POWER OF ATTORNEY

WARNING: This form may be used only when title is physically held by (owner) or has been lost. This form must be submitted to the State by the person exercising Powers of Attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION

Vehicle Identification Number (VIN)	Year	Make	Model	Body Type
1	1	1	1	1

PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE
Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, _____ (Transferor's Name, Print) _____ (Transferee's Name, Print) _____ as my attorney-in-fact, do sign all papers and documents required to secure the title and further grant the authority to endorse and transfer title thereon, and to disclose the mileage, for the vehicle described above, exactly as stated in my following disclosure:

Date of Statement _____

I state that the odometer (mile) reads _____ (NO TENTHS) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY**

(Transferor's Signature) (Printed Name) _____ (Transferee's Signature) (Printed Name)

Transferor's Address _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

(Transferor's Signature) (Printed Name) _____ (Transferee's Signature) (Printed Name)

Transferor's Address _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENT AND ACKNOWLEDGE DISCLOSURE
(Part B is invalid unless Part A has been completed)

I, _____ (Transferor's Name, Print) _____ (Transferee's Name, Print) _____ as my attorney-in-fact, do sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below. The attorney-in-fact may endorse, release, or transfer ownership documents as required by Nevada Revised Statutes for the vehicle described above.

(Transferor's Signature) (Printed Name) _____ (Transferee's Signature) (Printed Name)

(Transferor's Address) (Street) (City) (State) (Zip Code)

Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

Date of Statement _____

I, _____ (Transferor's Name, Print) _____ (Transferee's Name, Print) _____ as my attorney-in-fact, do state that the odometer (mile) reads _____ (NO TENTHS) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY**

(Transferor's Signature) (Printed Name) _____ (Transferee's Signature) (Printed Name)

Transferor's Address _____ (Street) _____ (City) _____ (State) _____ (Zip Code)

PART C. CERTIFICATION (To be completed if parts A and B have been completed)

I, _____ (person exercising above powers of attorney, PRINT), hereby certify that the mileage I have disclosed on the title document is consistent with that provided in and to the above power of attorney. Upon examination of the title and any assignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and assignment document. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

(Signature) (Printed Name) _____ (Date)

(Street) _____ (City) _____ (State) _____ (Zip Code)

WARNING-DO NOT ACCEPT THIS POWER OF ATTORNEY DOCUMENT WITHOUT NOTING SECURITY WATERMARK. HOLD TO LIGHT TO VERIFY WATERMARK.

See reverse side for special instructions

WHEN TO USE THIS FORM

When the certificate of title is physically held by a lienholder or has been lost or destroyed and is not available for endorsement for transfer and odometer disclosure.

INSTRUCTIONS

PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE

(1) PART A authorizes transferee (buyer/dealer) to transfer the odometer disclosure made by transferor (seller) on this form to the vehicle title when it is received from lienholder or duplicate title is received. PART A also appoints the dealership as attorney-in-fact to sign the seller's name to transfer the vehicle's title. PART B and C will not be used in this case.

PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENT AND ACKNOWLEDGE DISCLOSURE

(1) PART B is only used when vehicle is resold prior to receiving title from lienholder or receiving duplicate title, if permitted by law.

(2) The buyer authorizes seller (dealer) to make the odometer disclosure on the title when it is received. Odometer disclosure made on the title must be exactly as the odometer disclosure made in PART B of this form. PART B also appoints the dealership as attorney-in-fact to sign the buyer's name to transfer the vehicle's title.

PART C. CERTIFICATION

PART C is only used when both PART A and B of this form have been used

(2) PART C is completed once title is received from lienholder or duplicate title is received. Person exercising power of attorney certifies that the title and any reassignment documents have been received and reviewed and no mileage discrepancies exist.

FILING OF COPIES

ORIGINAL - To be attached to the certificate of title when obtained and is to remain with the title until it is filed by the dealer making application for title for the buyer.

FIRST COPY - To be retained by the dealer for a period of five (5) years.

SECOND COPY - To be given to seller who completed the power of attorney in PART A.

THIS FORM IS FEDERALLY MANDATED NATIONWIDE UNDER THE TRUTH IN MILEAGE ACT OF 1986 (PUBLIC LAW 99-579) AND TITLE IV OF THE PIPELINE SAFETY REAUTHORIZATION ACT OF 1988 (PUBLIC LAW 100-561).

SALVAGE TITLES

When an automobile wrecker or dismantler sells a vehicle with a Salvage Title, the wrecker or dismantler must provide the properly endorsed Salvage Title to the buyer.

It is the responsibility of the buyer to complete a *Certificate of Inspection and Affidavit of Construction for Rebuilt or Assembled Vehicle* (Form RD-64) prior to the vehicle being registered and/or titled.

If the vehicle is 5 years old or newer, an *Authorization for Vehicle Restoration* (Form DS-249) must be completed prior to rebuilding the vehicle.

New certificates of title issued for vehicles that had a salvage title will be branded as "Rebuilt."

**BILL OF SALE SALVAGE
(FORM RD-117)
NRS 487.110**

A *Bill of Sale Salvage* (Form RD-117) is issued by an insurance company or its authorized agent whenever a vehicle subject to registration is sold as salvage as a result of a total loss settlement. The Bill of Sale Salvage replaces previous ownership documents and will be accepted in lieu of the certificate of title or ownership or other evidence of title.

The form is supplied by the Department to insurance companies or their authorized agents, and consists of three parts which must be processed as follows:

The first copy (white) is issued to the purchaser. If the vehicle is sold to a Nevada-licensed wrecker or dismantler, the wrecker or dismantler must forward the Bill of Sale Salvage and an odometer statement (if the vehicle is 9 years old or newer) to the Department for issuance of a Salvage Title.

The second copy (yellow) must be forwarded to the Department within 30 days of receipt of the title. The outstanding certificate of title must accompany this copy.

The third copy (blue) is to be retained by the insurance company for its records.

If a vehicle is considered a total loss settlement in the State of Nevada, the Bill of Sale Salvage is the only document that will allow for transfer of ownership. These vehicles are not subject to Nevada's lien sale laws. In this case, it is the responsibility of the insurance company or its agent to obtain the ownership documents upon settlement.

If a salvaged vehicle is restored to operation, a Certificate of Inspection and Affidavit of Construction for Rebuilt or Assembled Vehicle (Form RD-64) must be completed prior to registration and titling. If the vehicle is 5 years old or newer, an Authorization for Vehicle Restoration (Form DS-249) must be obtained from the Department before the vehicle is restored to operation.

Salvage Titles issued from a Bill of Sale Salvage will be branded "Rebuilt."

Titles issued from a Bill of Sale Salvage that are for recovered stolen vehicles will not be branded "Rebuilt" if a stolen vehicle recovery report is submitted showing there was no damage to the vehicle.



STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
CENTRAL SERVICES AND RECORDS
BILL OF SALE SALVAGE VEHICLE



License No. _____ State _____
 Make _____ Year _____
 VIN _____
 Type _____ Color _____

KNOW ALL MEN BY THESE PRESENTS:
 For value received, on this day _____, 20____, we hereby
 unconditionally sell, assign and transfer the vehicle described below to:
 Name _____
 Street _____
 City _____
 Last Registered State of _____
 Date of Accident _____ Location _____ City _____ State _____
 Name of Insurance Company _____ Claim No. _____

By _____
 Street _____
 City _____

No.343752

NO 87 (8890 Rev. 3-02) (OVER FOR INSTRUCTIONS)



STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
CENTRAL SERVICES AND RECORDS
INSURANCE COPY



License No. _____ State _____
 Make _____ Year _____
 VIN _____
 Type _____ Color _____

KNOW ALL MEN BY THESE PRESENTS:
 For value received, on this day _____, 20____, we hereby
 unconditionally sell, assign and transfer the vehicle described below to:
 Name _____
 Street _____
 City _____
 Last Registered State of _____
 Date of Accident _____ Location _____ City _____ State _____
 Name of Insurance Company _____ Claim No. _____

By _____
 Street _____
 City _____

No.343752

NO 87 (8890 Rev. 3-02)



STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
CENTRAL SERVICES AND RECORDS
LETTER OF TRANSMITTAL



License No. _____ State _____
 Make _____ Year _____
 VIN _____
 Type _____ Color _____

KNOW ALL MEN BY THESE PRESENTS:
 For value received, on this day _____, 20____, we hereby
 unconditionally sell, assign and transfer the vehicle described below to:
 Name _____
 Street _____
 City _____
 Last Registered State of _____
 Date of Accident _____ Location _____ City _____ State _____
 Name of Insurance Company _____ Claim No. _____

By _____
 Street _____
 City _____

No.343752

NO 87 (8890 Rev. 3-02) (OVER FOR INSTRUCTIONS)

Three-part Form:
 1st copy—white
 2nd copy—yellow
 3rd copy—blue.

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OUT-OF-STATE SALVAGE CERTIFICATES/TITLES

Salvage certificates issued by other states must be properly endorsed and must indicate and document a complete “chain of ownership” for the vehicle.

Contact the Department prior to accepting documents for a salvaged or junked vehicle, as laws from other states vary, and there may be instances where the Department must determine whether the documents can be accepted and whether a Salvage Title can be issued.

**NOTICE OF RETENTION OF SALVAGE VEHICLE
BY INSURED
(FORM RD-119)
NRS 487.110**

A Notice of Retention of Salvage Vehicle by Insured (Form RD-119) is issued by an insurance company as a result of a total loss settlement when the insured party elects to retain a vehicle which has been declared a total loss. In this case, the insured party retains the outstanding certificate of title.

The Department must be notified within 30 days of the settlement.

The Notice of Retention of Salvage Vehicle by Insured is a two-part form. The first copy (white) must be sent to the Department. The insurance company retains the second copy (blue) for its records.

If the salvaged vehicle is rebuilt and restored to operation, the vehicle may not be registered or titled unless a properly completed Certificate of Inspection and Affidavit of Rebuilt or Assembled Vehicle (Form RD-64) is provided to the Department. If the vehicle is five years old or newer, an Authorization for Vehicle Restoration (Form DS-249) must be obtained from the Department before the vehicle is restored to operation.

The existing title or an Application for Duplicate Nevada Title must be submitted with Form RD-64 to obtain a new certificate of title.

All future certificates of title will be branded as "Rebuilt."



555 WRIGHT WAY
CARSON CITY, NV 89711
(775) 684-4368 TOLL FREE (877) 368-7828
www.dmvstat.com

NOTICE OF RETENTION OF SALVAGED VEHICLE BY INSURED

Please Print or Type

Vehicle Information

Vehicle Identification Number: _____

Year _____ Make _____

License Plate Number _____ State _____ Date of Expiration _____

Owner Information

Registered Owner _____
Last First M.I.

Address _____
City State Zip Code

Insurance Information

The vehicle described above has been retained by the insured after completion of a total loss settlement. The owner has been advised that the vehicle will require a safety inspection prior to registration.

Insurance Company Name _____

Insurance Company Representative's Name _____

Address _____
City State Zip Code

Telephone Number _____

Printed Name _____ Signature _____ Date _____

NRS 487.110(5) requires this notice to be made to the Department of Motor Vehicles, 555 Wright Way, Carson City, NV 89711, within 30 days of the date of the settlement.

**AUTHORIZATION FOR VEHICLE RESTORATION
(FORM DS-249)
NRS 487.480**

As required by NRS 487.480, the Department will not issue a certificate of registration or title for vehicles that have been issued a Salvage Title or Bill of Sale Salvage (if the vehicle is five years old or newer) unless the Department has authorized the restoration of the vehicle. Form DS-249, *Authorization for Vehicle Restoration*, must be completed.

The authorization to restore the vehicle must be obtained prior to the vehicle being rebuilt. Only an authorized Nevada Department of Motor Vehicles Representative may complete the form.

In order to register and/or title the vehicle, the Authorization for Vehicle Restoration, Salvage Title or Bill of Sale Salvage and Certificate of Inspection and Affidavit of Construction for Rebuilt or Assembled Vehicle must be provided. Additional documents may be required as deemed necessary.

STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES AND PUBLIC SAFETY
Registration Division
Bureau of Enforcement



AUTHORIZATION FOR VEHICLE RESTORATION—PURSUANT TO NRS 487.480

Vehicle Identification No. _____

Year _____ Make _____ Type _____

Model _____ Odometer _____

In possession of: Name _____

Address _____ City _____ State _____ Zip _____

I, THE UNDERSIGNED, have inspected the above-described vehicle and pursuant to NRS 487.480 authorize its restoration.

Authorized Nevada DMV&PS Employee

Date _____

07-554

**CERTIFICATE OF INSPECTION AND AFFIDAVIT
OF CONSTRUCTION FOR REBUILT
OR ASSEMBLED VEHICLES
(FORM RD-64)
NRS 487.110**

In order to register or title a vehicle for which a Salvage Title, Bill of Sale Salvage or Notice of Retention of Salvage Vehicle by Insured has been issued, a *Certificate of Inspection and Affidavit of Construction for Rebuilt or Assembled Vehicle* (Form RD-64) must be completed. Form RD-64 must also be accompanied by the certificate of title or ownership and other documentation, as required.

The purchaser of the vehicle is responsible for rebuilding the vehicle, and ensuring that all required safety standards have been met.

If the seller of the vehicle is a licensed rebuilder or body shop and rebuilds the vehicle with the intent to sell it, the rebuilder must complete Form RD-64 and furnish all other required documents to the buyer.

Nevada Highway Patrol Troopers, local police and sheriffs are considered authorized agents of the Department and may complete those portions of Form RD-64 designated for completion by an "Authorized Nevada DMV Representative." The agency name and badge number must be recorded on the form.

Nevada Certificates of Title issued for vehicles using Form RD-64 will be branded "Rebuilt."

Form RD-64 may also be used for inspection and VIN assignment on a homemade trailer, required mechanic's inspections, required Department safety checks and declaring a "not street legal" vehicle "street legal."

INSTRUCTIONS FOR COMPLETION OF FORM RD-64

1. Indicate whether the vehicle is rebuilt, reconstructed or special constructed.

PART I—To be completed by a licensed mechanic at a licensed garage.

2. Vehicle description and vehicle condition areas must be completed in full.
3. The name and address of the business completing the form.
4. The name of the mechanic completing the form.
5. The signature of the mechanic completing the form.
6. The date the inspection was completed.

PART II—To be completed by a Nevada DMV employee or authorized agent.

7. Must be completed for a motor vehicle, motorcycle or trailer.
8. Must contain the complete vehicle description.
9. The signature of the person completing Part II. If Part II is completed by a dealer, automobile wrecker or rebuilder, include the business name.
10. The employee ID number or business license number.
11. The date the inspection was completed.

PART III—Affidavit of Construction for Assembled Trailer

12. The description of the trailer.
13. Indicate how the materials for the trailer were purchased.
14. The printed name and address of the person who built the trailer.
15. The signature of the person (affiant) who built the trailer.
16. The date the affiant signed the affidavit.
17. The date the affiant's signature was witnessed.
18. The printed name and signature of the Nevada DMV representative or notary public who witnessed the affiant's signature. If witnessed by a notary public, the notary's stamp must be included.
19. The date the affidavit was signed by the witness.

PART IV—Affidavit of Construction for Rebuilt, Reconstructed or Assembled Motor Vehicle

20. The complete description of the motor vehicle.
21. Indicate how the materials for the motor vehicle were acquired.
22. The printed name and address of the person who built the motor vehicle.

23. The signature of the person who built the motor vehicle.
24. The date the witness or notary public signed the affidavit.
25. The printed name and signature of the Nevada DMV representative or notary public who witnessed the affiant's signature. If witnessed by a notary public, the notary's stamp must be included.
26. The date the witness signed the affidavit.
27. The vehicle identification number assigned by the Authorized Nevada DMV Representative.
28. The reason the vehicle identification was assigned by the Authorized Nevada DMV Representative.



555 WRIGHT WAY
CARSON CITY, NV 89711
Reno/Sparks/Carson City (775) 684-4DMV (4368)
Las Vegas Area (702) 486-4DMV (4368)
Rural Nevada (877) 368-7828
www.dmvnv.com

CERTIFICATE OF INSPECTION

Affidavit of Construction for Rebuilt or Assembled Vehicle

1 ☐ Rebuilt Salvage Vehicle ☐ Reconstructed Vehicle ☐ Special Constructed Vehicle

PART I SAFETY INSPECTION

Completed by a Mechanic Employed at a Registered Garage

MOTOR VEHICLE

2 Year _____ Make _____ Model _____ Type _____

Vehicle Identification Number _____

Brakes (Including Emergency) ☐ Acceptable Steering (Including Wheel Play Suspension) ☐ Acceptable

Business Name **3** _____

Address _____

City _____ State _____ Zip Code _____

By signing this document, I certify that I have inspected the brakes and steering and find them to be safe and in proper working condition.

4 Printed Name of Mechanic _____ **5** Mechanic's Signature _____ **6** Date _____

PART II Completed by an Authorized Nevada DMV Representative

MOTOR VEHICLE

SAFETY GLASS

- 7**
- ☐ Windshield
 - ☐ Side Glass
 - ☐ Rear Glass
 - ☐ Mirrors

LIGHTS

- ☐ Headlights
- ☐ Taillights
- ☐ Turn Signals
- ☐ Parking
- ☐ Brake

SAFETY EQUIPMENT

- ☐ Horn
- ☐ Muffler
- ☐ Fenders
- ☐ Windshield Wipers
- ☐ Safety Belts and Shoulder Harness

MOTORCYCLE

- 7**
- ☐ Horn
 - ☐ Headlights
 - ☐ Turn Signals

- ☐ Reflectors
- ☐ Taillight
- ☐ Mufflers

- ☐ Brake Light
- ☐ Fenders
- ☐ Mirrors

TRAILER

- 7**
- ☐ Brakes
 - ☐ Brake Lights
 - ☐ Trailer Weight _____

- ☐ Tail Lights
- ☐ Fenders
- ☐ Clearance Lights (Over 80 inches in Width)

- ☐ Turn Signals
- ☐ Reflectors

Odometer Reading (Not Required for Trailer) _____ No Tenths

- ☐ The mileage is in excess of its mechanical limits.
- ☐ Exempt-Model Year over 9 years old.
- ☐ The odometer reading is not the actual mileage. **WARNING: ODOMETER DISCREPANCY**

8 Year _____ Make _____ Model _____ Type _____ Vehicle Identification Number _____

9 Authorized Nevada DMV Representative _____ **10** ID No. _____ **11** Date _____

PART III AFFIDAVIT OF CONSTRUCTION FOR ASSEMBLED TRAILER

The undersigned, being duly sworn upon oath, deposes and says that 12 he is/are the owner(s) of a trailer; that said trailer was constructed by affiant

Full description of trailer
of materials and parts purchased or otherwise lawfully acquired by affiant; that said trailer, as thus constructed by affiant hereof, has never heretofore been registered under the Motor Vehicle Registrations law of any state; that said trailer is, at the date thereof, clear and free of any claims, liens or encumbrances upon or against the same or to the affiant's ownership thereof; that the affiant makes this affidavit as part of an application to the State of Nevada, Department Motor Vehicles, for the issuance of a Certificate of Registration and Certificate of Ownership for said trailer. The affiant shall and will assume, fully pay, satisfy and discharge any and all liens or encumbrances against said trailer, and indemnify and save harmless the State of Nevada on account of the issuance of said Certificates of Registration and Ownership on said trailer to the undersigned, as aforesaid.

- 13 ☐ This trailer was built from material on hand.
☐ This trailer was built from purchased material, receipts attached.

Affiant's Name 14
Last First M.I.
Address 14
City State 16 Zip Code
Signature of Affiant 15 Date 16

Subscribed and sworn to before me this 17 day of 17, 20 17

18 Authorized Nevada DMV Representative 18 Signature of Authorized Representative 19 Date

PART IV AFFIDAVIT OF CONSTRUCTION FOR REBUILT, RECONSTRUCTED OR ASSEMBLED MOTOR VEHICLE

The undersigned, being duly sworn upon oath, deposes and says that 20 he is/are owner(s) of that certain vehicle described as follows: Year 20, Make 20, VIN 20, Model 20; That said vehicle was rebuilt or built by affiant of materials and parts purchased or otherwise lawfully acquired by affiant; that said vehicle, as thus built by affiant has never heretofore been registered under the Motor Vehicle Registration laws of any state; that said vehicle is, at the date hereof, clear and free of any claims, liens or encumbrances upon or against the same or to the affiant's ownership thereof; that the affiant makes this affidavit as part of an application to the Nevada Department of Motor Vehicles, for the issuance of a Certificate of Registration and a Certificate of Ownership for said vehicle, and indemnify and save harmless the State of Nevada on account of the issuance of said Certificates of Registration and Ownership on said vehicle to the undersigned, as aforesaid.

- 21 ☐ This vehicle was built from material on hand.
☐ This vehicle was built from purchased material, receipts attached.

22
Affiant's Name (Last, First, M.I.)

22
Affiant's Address

23
Affiant's Signature

Subscribed and sworn to before me this 24 day of 24, 20 24

25 Authorized Nevada DMV Representative 25 Signature of Authorized Representative 26 Date

27 Vehicle Identification Number 28 has been assigned by 28 Authorized Nevada DMV Representative for the

following reason 29

RD-64 (Rev. 9/02)

**VEHICLE INSPECTION CERTIFICATE AND
ODOMETER DECLARATION
(FORM RD-15)**

Verification of the vehicle identification number (VIN) will be confirmed by a physical inspection of the vehicle.

The physical inspection of the vehicle must be completed by a Nevada DMV employee or authorized Nevada DMV representative.

Verification of the VIN ensures the accuracy of the information used to create a Nevada Certificate of Title.

INSTRUCTIONS FOR COMPLETING FORM RD-15

PART I—Vehicle Inspection Certificate—To be completed by an authorized agent of the Nevada Department of Motor Vehicles.

1. **Date:** The date the inspection was completed.
2. **Vehicle Description:** The year, make, model and type of vehicle.
3. **Vehicle Identification Number:** The complete vehicle identification number as it appears on the vehicle. Do not use other documents to retrieve this information. After inspecting the vehicle, compare the VIN from the vehicle to that on the other title documents to ensure they match.
4. **Odometer Reading:** Record the odometer reading as it appears on the vehicle's odometer apparatus.
5. **Cylinders/Rotor:** Record whether the vehicle has cylinders or rotors and how many.
6. **Remarks:** Comment on any unusual circumstances encountered during the inspection.
7. **Agency Name:** Record the name of the agency conducting the inspection. If a law enforcement agency completed the Vehicle Inspection Certificate, record the name of the agency and the individual's badge number.
8. **Authorized Signature:** The signature and address of the authorized individual who completed the inspection.

PART II—Odometer Declaration--To be completed by the owner of the vehicle in accordance with the Federal Truth in Mileage Act. This portion of Form RD-15 is completed only when no transfer of ownership has occurred.

9. **Name:** The full name of the owner completing the declaration.
10. **Odometer Reading:** Record the odometer reading in accordance with state and federal law. If applicable, mark the appropriate box.
11. **Fuel:** Identify the type of fuel used in the vehicle.
12. **Declarant's Signature, Date and Address:** The owner must sign and date the declaration. The address must include the city, state and zip code.

**VEHICLE INSPECTION CERTIFICATE
FOR VEHICLE IDENTIFICATION NUMBER VERIFICATION**

Please Print or Type

Date _____

Year	Make	Model	Body Type
2010	Toyota	Camry	Sedan
2011	Toyota	Camry	Sedan
2012	Toyota	Camry	Sedan
2013	Toyota	Camry	Sedan
2014	Toyota	Camry	Sedan
2015	Toyota	Camry	Sedan
2016	Toyota	Camry	Sedan
2017	Toyota	Camry	Sedan
2018	Toyota	Camry	Sedan
2019	Toyota	Camry	Sedan
2020	Toyota	Camry	Sedan
2021	Toyota	Camry	Sedan
2022	Toyota	Camry	Sedan
2023	Toyota	Camry	Sedan
2024	Toyota	Camry	Sedan
2025	Toyota	Camry	Sedan
2026	Toyota	Camry	Sedan
2027	Toyota	Camry	Sedan
2028	Toyota	Camry	Sedan
2029	Toyota	Camry	Sedan
2030	Toyota	Camry	Sedan

VEHICLE IDENTIFICATION NO. 3

Odometer Reading (as shown on apparatus) 4 NO TENTHS

Cylinders _____

Rotor **5**

REMARKS _____

 Enforcement Agency

☐ Nevada Authorized Agency

Agency

Authorized Signature _____ City _____ State _____ Zip Code _____

**ODOMETER DECLARATION
(TO BE COMPLETED BY OWNER)**

THE ODOMETER DECLARATION MUST BE COMPLETED WHEN THERE HAS NOT BEEN A TRANSFER OF OWNERSHIP

I, 9, declare that the odometer mileage indicated on the following vehicle is the actual mileage of the vehicle unless one of the following statements is checked:

NO TENTHS

Fuel:11  **Go**☐ Diesel

Propane

1. The mileage stated is in excess of its mechanical limits.

2. The odometer reading is not the actual mileage.

WARNING – ODOMETER DISCREPANCY

3. Exempt – Model year over 9 years old.

Declarant's Signature _____ Date of Statement _____

Address 12

City	State	Zip Code
------	-------	----------

RD-15 (Rev. 9/02)

TITLE FEES NRS 482.429

A title fee must be submitted for the following transactions:

Vehicles sold or leased to a governmental agency including city, county, state, etc.

All "Off Road" and unregistered vehicles.

Commercial vehicles registered by the Motor Carrier Branch of the Nevada Department of Motor Vehicles.

Lease terminations.

Vehicles being titled in a dealership's name.

Repossessed vehicles.

Unregistered vehicles being titled to perfect a lien against the vehicle.

Applications for a duplicate Nevada Certificate of Title, unless Form RD-206 is presented.

All private-party transfers and dealer sales.

Fees:

First-time, change of ownership or duplicate certificates of title--\$20.00

Vehicles not physically present in or registered in Nevada--\$35.00

SECTION III

COMPLETING

OWNERSHIP DOCUMENTS

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**DEALER'S REPORT OF SALE
(FORM RD-101)
NRS 482.423-482.424**

The *Dealer's Report of Sale* (Form RD-101) is the primary document used to register a vehicle sold to a Nevada resident by a licensed Nevada dealer.

The legal name of the purchaser that appears on the Dealer's Report of Sale must be exactly as it appears on the purchaser's driver's license.

A Nevada dealer may not issue a Dealer's Report of Sale to:

- Themselves;
- Other dealerships, unless purchased for business use;
- An out-of-state resident purchasing a vehicle in Nevada;
- An out-of-state dealership when handling a sale as a courtesy delivery; and
- Buyers of off-road vehicles not subject to registration.

A Dealer's Report of Sale (DRS) is issued the same day the purchase of a vehicle becomes final. The date of sale cannot be changed.

The DRS must be completed in full and all information on the DRS must match the information contained on the Manufacturer's Certificate of Origin or outstanding title.

The DRS must be typed or printed clearly in ink. If hand-printed, block and upper-case letters are recommended.

If an error is made on the DRS, do not use correction fluid or correction tape to correct the information. To correct an error:

- Draw a line through the entire error;
- Print or type the correct information above the error;
- Stamp or print the dealership's name; and
- Initial the correction.

If any copy of the Dealer's Report of Sale is lost, **DO NOT ISSUE A SECOND DRS**. Make a photocopy of the lost DRS from the DRS book and write the following statement on the photocopy:

"I hereby certify that this is a true and exact copy of the original."

The statement must be signed by an authorized agent of the dealership.

The Dealer's Report of Sale must include the Dealer's Report of Sale Placard Number issued to the purchaser and the expiration date of the Placard.

After the vehicle is sold, the dealer must submit the required documents to the Department's Carson City office to complete the transfer of ownership.

- If the vehicle is new, the documents must be submitted within 20 days of the date of sale.
- If the vehicle is used, the documents must be submitted within 30 days of the date of sale.

Extensions of time for submittal of the Dealer's Report of Sale may be requested by the dealer (refer to Section X of this guide for additional information).

The Dealer's Report of Sale consists of three copies distributed as follows:

- The original (white) copy must be attached to all original required title documents and forwarded to the Department's Carson City office, to the attention of the Title Section.
- The customer's copy (green) is given to the purchaser. It is used to register the vehicle. The vehicle must be registered within 30 days of the date of the DRS. Late fees will be assessed if the vehicle is not registered within the 30-day period. If the 30th day falls on a weekend or a holiday, registration must be completed by the end of the next business day.
- The dealer's copy is yellow. It is the dealer's record of sale and must be retained for at least 3 years from the date of sale.

The vehicle must be covered by liability insurance immediately upon possession of the vehicle by the purchaser.

Evidence of insurance must be provided to the Department at the time the vehicle is registered.

INSTRUCTIONS FOR COMPLETING THE DEALER'S REPORT OF SALE (FORM RD-101)


1. Full Sale Price: Enter the full sale price of the vehicle, including the sales tax. If the vehicle is leased, enter the word "LEASED" in place of a sales amount. If the vehicle was donated, enter the word "DONATED."
2. Placard Number: Enter the number of the DRS Placard that was issued to the customer and the expiration date of the Placard.
3. Sales Tax Collected: Mark the appropriate box. Nevada dealers are required to collect sales tax on all retail sales in Nevada.
4. Date of Sale: Enter the actual date of the sale. This date may not be changed, extended or altered.
5. Vehicle Identification Number: Completion of Form RD-101 is the dealer's confirmation that a physical inspection of the vehicle identification number was done. This information must match the vehicle as well as all corresponding documents. If the vehicle is a motor home, indicate the chassis frame number.
6. Vehicle Description: If the DRS is for a travel trailer or a motor home, the length of the unit must be recorded in the model area. If the vehicle is a motor home, the name of the coach must also be recorded. A certificate of title will not be issued without complete information for the travel trailer or motor home.
7. Rebuilt Vehicles: Mark the box if the vehicle has been rebuilt or reconstructed.
8. Odometer Reading: Record the actual reading of the vehicle's odometer apparatus.
9. Axles: Record the number of axles for trailers.
10. County Based In: Specify the county in which the vehicle is actually going to be located.
11. And/or: If the registration and title is in more than one name, the appropriate box must be marked to indicate "or" or "and."

12. Sold To: Record the complete registered owner information, and exactly as the vehicle registration and certificate of title is to read. **The information must be recorded exactly as it is shown on the purchaser's driver's license.** Indicate name or business, or both. Indicate if the registration is to read "doing business as" or DBA. If the vehicle is leased, the words "Lessee" and "Lessor" must be included.
13. Legal Owner: If there is no lien against the vehicle, write "NONE." If there is a legal owner, include the address of the legal owner.
14. Dealer Information: Provide the complete dealer name (as it appears on the business license), the address of the dealer and the dealer's business license number.
15. Type of Sale: Indicate whether the vehicle is new or used. If the vehicle being sold is new, the dealer must be franchised by the manufacturer to sell that make.
16. Authorized Representative: The Dealer's Report of Sale must be signed by an authorized representative of the dealership.

Form RD-101 must be properly and legibly completed. Incomplete, incorrect or unclear information can result in unnecessary inconvenience for all parties involved.

Information on Form RD-101 must match that on the Manufacturer's Certificate of Origin or the applicable certificate of title or ownership.

Title fees must be submitted with the Dealer's Report of Sale.

RD-101 (NSPO Rev. 4-02) (C) 428 

STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
 Carson City, Nevada 89711-0875

DEALER'S REPORT OF SALE

(All Reports of Sale Must Be Printed or Typewritten)

Full Sale Price¹² Placard Number

Sales Tax Collected ☐ Yes ☐ No³

Date of Sale⁴ Q 103001

Vehicle Identification No.⁵

Year⁶ Make⁶ No. of Cyls.⁶

Body Type⁶ Fuel⁶ Model No.⁶ Model Name⁶

Rebuilt Vehicle ☐⁷ Odometer Reading⁸ Axles⁹

County vehicle will be based in¹⁰

Sold to: (1)¹²
 Must Last First Middle
 Check ☐ or
 One ☐ and (2)¹²
 Last First Middle

Residence Address¹²

City¹² State¹² Zip¹²

LEGAL OWNER¹³

Address¹³

City¹³ State¹³ Zip¹³

DEALER'S NAME¹⁴ DEALER'S NO.¹⁴

Address¹⁴ City¹⁴

IMPORTANT—Check Type of Sale ☐ NEW* ☐ USED¹⁵
 *If new vehicle, are you franchised for this make? ☐ YES ☐ NO

Authorized Representative Signature¹⁶

NRS Chapter 482 requires selling dealer to submit this copy to the DMV,
 Carson City, Nevada 89711-0875.

LEASE TERMINATIONS

When a lease is terminated as a result of purchase of a vehicle, a Dealer's Report of Sale (DRS) must be completed.

If the owner information remains the same as it was during the lease period, the dealer shall:

- Print "Lease Termination" across the top of the DRS;
- Attach the completed and properly released certificate of title and the \$20 title fee; and
- Submit all three copies of the DRS and the supporting documentation to the Department.

The Department's Carson City office will issue a new registration for the vehicle removing the lease information, and mail it to the registered owner.

If there are changes in the registered owner information, but there is not a complete transfer of ownership or lease assumption, the dealer shall:

- Print "Lease Termination—Correction" across the top of the DRS; and
- Give the green copy of the DRS that shows the modified information to the customer.

The customer will pay the title fee at the time the new registration is issued. The customer retains the original set of license plates.

In all cases, if the vehicle will not be registered, the \$20 title fee must be submitted with the title documents when they are sent to the Department's Carson City office.

Note: Please see Section II for Odometer Disclosure Information pertaining to leased vehicles.

LEASE ASSUMPTIONS

A lease assumption is a complete change in the registered owner (lessee). The transaction is handled as a new sale or lease by the seller or leasing company.

If the transaction is completed by a licensed Nevada dealer, a new Dealer's Report of Sale (DRS) must be issued and submitted with the required documents and title.

The purchase price area of the DRS must indicate "lease assumption."

The dealer must provide the green copy of the DRS to the customer.

The white permit copy of the DRS and original title documents must be submitted by the dealer to the Department's Carson City office.

BILL OF SALE (FORM RD-104)

A Bill of Sale releases interest in a vehicle, and must be accompanied by a certificate of title or other ownership documents.

A Bill of Sale does not replace a certificate of title or ownership.

All areas of the Bill of Sale must be completed in full, and either typed or printed in ink. They must correspond to the title or other ownership documentation.

The purchase price must be written out in full (i.e., one hundred dollars) and identified numerically (i.e., \$100.00).

The "Buyer" area should be completed exactly as the new certificate of title is to read.

Indicate "AND" or "OR" between names if there is more than one owner. "AND" requires the signature of all owners upon future transfer of ownership.

The Bill of Sale must include a complete description of the vehicle, including the year, make, model and vehicle identification number (VIN).

If no liens exist, write "NONE." If a lien exists, record the name and address of the lienholder.

The Bill of Sale must include the names and addresses and signatures of the buyer and seller.

A Bill of Sale must be notarized or witnessed by an authorized Nevada DMV representative.

Any alteration or erasure on the Bill of Sale requires additional verification.



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www.dmvnv.com

BILL OF SALE

A Bill of Sale releases interest in a vehicle. A Certificate of Title or other ownership documents must accompany this form. This Bill of Sale may be used in conjunction with an authorized appraisal for sales tax purposes.

INSTRUCTIONS

All areas must be completed in full.
Complete the buyer area exactly as the new Certificate of Title is to read.
If no liens exist write the word "NONE".
Any alterations or erasures will require additional verification.

Please print or type

Know all men by these presents

That in consideration of _____ Dollars (\$_____) and other value consideration, the receipt whereof is hereby acknowledged, the undersigned (seller) does hereby sell, transfer and deliver unto:

☐ and

Name of Buyer(s) _____ ☐ or _____

Address _____
City State Zip Code

His right, title and interest in and to the following described vehicle:

Year _____ Make _____ Model _____

Vehicle Identification Number _____

Buyer certifies Lien in favor of _____
Name of business or individual holding lien

Lienholder Address _____
City State Zip Code

Buyer's Signature _____ Date _____

Seller certifies that he is the lawful owner of said vehicle; that he has the right to sell the aforesaid; and that he will warrant and defend the title of same against the claims and demands of all persons whomsoever except lienholder noted above.

Seller's Printed Name _____

Seller's Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public or Authorized Nevada DMV Representative

RD-104 (Rev. 9/02)

DEALER REASSIGNMENT OF TITLE

If a certificate of title or ownership is not available at the time of transfer of ownership, and it is not in the possession of a lienholder and it has not been lost or stolen, a dealer may use a dealer reassignment of title form to transfer ownership of a vehicle.

The Dealer Reassignment of Title may also be used if the spaces on the reverse side of the certificate of ownership have been filled in or struck through.

The first assignment area on the certificate of ownership must always be completed.

If a dealer uses a dealer reassignment of title form to transfer the ownership of a vehicle, the dealer shall, before submitting documentation concerning the transaction to the Department:

- Write the number of the dealer reassignment of title form in the upper right corner of the reverse side of the certificate of ownership for the vehicle;
- Attach the dealer reassignment of title form to the certificate of ownership; and
- Strike through any spaces on the reverse side of the certificate of ownership that remain unfilled.

If a reassignment of title form is used, and if the buyer is not a dealer, the buyer must be provided with an opportunity to examine:

- The certificate of ownership or a photocopy of the certificate of ownership; and
- Any power of attorney for the purpose of mileage disclosure that was given to the dealer in connection with his acquisition of the vehicle.

State of Nevada
Department of Motor Vehicles
Dealer Reassignment of Title for a Motor Vehicle

VEHICLE IDENTIFICATION NUMBER	YEAR/MAKE	MAKE OF VEHICLE	BODY STYLE
-------------------------------	-----------	-----------------	------------

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):

Printed Name of Buyer(s) _____

Printed Name of Buyer(s) _____

Address _____ City _____ State _____ Zip Code _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ The mileage stated is in excess of its mechanical limits.

☐ The odometer reading is not the actual mileage.

☐ Exempt - Model year over 9 yrs. old.

WARNING - ODOMETER DISCREPANCY

Date of Sale _____

ODOMETER READING _____ **NO TENTHS**

Signature of Seller(s) _____ Printed Name of Seller(s) _____

I am aware of the above odometer certification made by the seller(s). _____

Signature of Buyer(s) _____ Printed Name of Buyer(s) _____

☐ AND
☐ OR

The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):

Printed Name of Buyer(s) _____

Printed Name of Buyer(s) _____

Address _____ City _____ State _____ Zip Code _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ The mileage stated is in excess of its mechanical limits.

☐ The odometer reading is not the actual mileage.

☐ Exempt - Model year over 9 yrs. old.

WARNING - ODOMETER DISCREPANCY

Date of Sale _____

ODOMETER READING _____ **NO TENTHS**

Signature of Seller(s) _____ Printed Name of Seller(s) _____

I am aware of the above odometer certification made by the seller(s). _____

Signature of Buyer(s) _____ Printed Name of Buyer(s) _____

☐ AND
☐ OR

The Undersigned Hereby Certifies That the Vehicle Described In This Title Has Been Transferred to the Following Buyer(s):

Printed Name of Buyer(s) _____

Printed Name of Buyer(s) _____

Address _____ City _____ State _____ Zip Code _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ The mileage stated is in excess of its mechanical limits.

☐ The odometer reading is not the actual mileage.

☐ Exempt - Model year over 9 yrs. old.

WARNING - ODOMETER DISCREPANCY

Date of Sale _____

ODOMETER READING _____ **NO TENTHS**

Signature of Seller(s) _____ Printed Name of Seller(s) _____

I am aware of the above odometer certification made by the seller(s). _____

Signature of Buyer(s) _____ Printed Name of Buyer(s) _____

☐ AND
☐ OR

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:

Printed Name of Lienholder _____

Address _____ City _____ State _____ Zip Code _____

NOTE: THIS REASSIGNMENT IS NOT VALID UNLESS ATTACHED TO ORIGINAL CERTIFICATE OF TITLE.
UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.
THIS DOCUMENT IS VOID IF ALTERED IN ANY WAY.

107652B

107652B

LIEN RELEASE/SATISFACTION OF LIEN

A lien release or satisfaction of lien enables a lienholder to release the security interest in a vehicle. It may be used with the certificate of title or with an application for a duplicate certificate of title.

The lien release must include:

- The state and county where the form was completed;
- A complete description of the vehicle, including the vehicle identification number, year, make and body type;
- The registered owner's name and address;
- The name and address of the lienholder;
- The signature of the lienholder and if the lienholder is a business, the name of the business along with the signature of an authorized representative of the business; and
- The date it was signed by the lienholder.

All lien releases must be notarized.

Note: The Department furnishes a *Lien Release* (Form RD-186). However, other forms will be accepted provided they contain the information specified above. Form RD-186 must be witnessed by a notary public or authorized Nevada DMV representative.



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LIEN RELEASE

Please print or type

This is to certify that the lien against the described vehicle has been fully satisfied

Year _____ Make _____ Model _____

Vehicle Identification Number _____

Registered Owner's
Name _____

Address _____
City State Zip Code

Printed Name of Lienholder _____

Address _____
City State Zip Code

Telephone Number () _____

Representative's Printed Name _____

Representative's Signature _____

Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public or Authorized Nevada DMV Representative

RD-186 (Rev. 9/02)

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ERASURE AFFIDAVIT (FORM RD-19)

An *Erasure Affidavit* (Form RD-19) must be completed whenever an error has been made on certificate of title documents. The affidavit provides for the removal of incorrect information.

The Erasure Affidavit must be completed by the person whose name is being removed from the document. Any other changes of information require the signature of the person taking responsibility for the error.

If the Erasure Affidavit is completed by a dealer, the name of the dealer and the signature of the authorized representative must be included.

When correcting information, draw a line through the error and write the corrected information above. Do not obliterate the information. If the correct information cannot be placed in the appropriate area on the certificate of title, manufacturer's certificate or origin or salvage title, it may be placed on the Erasure Affidavit.

INSTRUCTIONS FOR COMPLETING THE ERASURE AFFIDAVIT

1. The complete description of the vehicle, including the year, make, model and identification number of the vehicle. The description of the vehicle must match all corresponding documents.
2. A complete description of the reason for the change or removal of information on the title documents.
3. The name, address and signature of the person whose name is being removed from the document. Any other change of information requires the signature of the person taking responsibility for the error or removal of information from the document.

If the person is representing a business, the business name and the name of the representative must also appear (i.e., ABC Auto Sales, *by Sam Jones*).

4. The date the affidavit was signed by the affiant.
5. An Erasure Affidavit must be signed in the presence of a notary public or authorized Nevada Department of Motor Vehicles representative. If witnessed by a notary public, the stamp and signature of the notary public must appear on the affidavit. If witnessed by an authorized Department representative, the name and validation stamp or employee identification number, as applicable, must appear on the affidavit.



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ERASURE AFFIDAVIT

An individual taking full responsibility for an error, change or removal of information on ownership documents must complete and sign the Erasure Affidavit. If a person is being removed from the ownership documents, that individual is required to sign the affidavit. When representing a business, the business name and the name of the authorized business representative must appear on the affidavit.

Please print or type

Vehicle Description: **1**

Year _____ Make _____ Model _____

Vehicle Identification Number _____

The undersigned, being duly sworn, states that the error or change appearing on the attached ownership documents for the described vehicle was made due to:

2

This information should not be part of the vehicle record

Affiant's Name **3**

Address **3**

City

State

Zip Code

Affiant's Signature **3** Date **4**

Subscribed and sworn to before me this **5** day of _____ 20____

5

Notary Public or Authorized Nevada DMV Representative

RD-19 (Rev. 9/02)

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**AFFIDAVIT FOR TRANSFER OF TITLE
FOR ESTATES UNDER \$20,000
(FORM RD-24)**

Pursuant to Nevada Revised Statutes (NRS) 146.080, estates not exceeding \$20,000 may transfer assets of an estate (including vehicles) without issuance of letters of administration or probate of a will when an affidavit is provided that shows the rights of the affiant or affiants to receive money or property or to have evidence transferred.

A forty-day waiting period (following the death of the decedent) is required before the application for the transfer of ownership will be processed.

The decedent must be a Nevada resident, and the vehicle must have been registered and/or titled in Nevada.

If the decedent was an out-of-state resident and had an out-of-state title for the vehicle, application for transfer of the vehicle must be made in the state of residence.

The affidavit must be completed by the decedent's spouse, children, parent, brother or sister or guardian of the estate of any minor or incompetent person.

A certified copy of the death certificate must accompany the affidavit and outstanding certificate of title.

If the certificate of title is not available, the affiant may apply for a duplicate Nevada Certificate of Title in the name of the estate.

All documents must be signed by the affiant, and as the decedent's name appears on the certificate of title, i.e., John Jones by *Mary Jones*.

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT FOR TRANSFER OF TITLE FOR ESTATES (FORM RD-24)

1. The name of the person completing and signing the form.
2. The day, month and year the owner of record died.
3. The name of the deceased owner of record.
4. The relationship of the person completing the form to the deceased (spouse, son, daughter, etc.).
5. The vehicle identification number and description of the vehicle (year, make and model).
6. The reason the affiant is authorized to complete the affidavit (i.e., closest surviving relative).
7. The signature and complete address of the affiant, and the date the affiant signed the affidavit.
8. The date the signature of the affiant was witnessed by a notary public or authorized Department representative. If witnessed by a notary public, the notary's stamp must appear on the document. If witnessed by an authorized Department representative, the validation stamp or employee identification number must appear on the document.
9. The signature of the authorized representative or notary public.



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AFFIDAVIT FOR TRANSFER OF TITLE FOR ESTATES UNDER \$20,000

Pursuant to NRS 146.080, estates not exceeding \$20,000 may transfer assets of an estate without issuance of letters of administration or probate of a will when an affidavit is provided, showing rights of the affiant or affiants to receive money or property or to have evidence transferred.

Please print or type

Before the undersigned came _____ ¹ _____
Name of Affiant

Who, after being sworn, states and deposes as follows:

That on the ² _____ day of ² _____ 20 ² _____, ³ _____
Name of Decedent

A resident of the State of Nevada, died, leaving no real property or interest therein, nor lien thereon, situated in the State of Nevada;

- That the total value of the decedent's property, situated in the State of Nevada, does not exceed Twenty Thousand Dollars (\$20,000), excluding amounts due decedent for services in the armed forces, and that the property does not include any real property nor interest therein or lien thereon;
- That no application or petition for the appointment of a personal representative is pending or has been granted in any jurisdiction;
- That all debts of decedent, including funeral and burial expenses, have been paid or provided for;
- That the Affiant has given written notice by personal service or by certified mail, identifying his claim and describing the property claimed, to every person whose right to succeed to the decedent's property is equal or superior to that of the Affiant and that at least 14 days have elapsed since the notice was served or mailed; and
- That the Affiant is personally entitled to full payment or delivery of the property claimed or is entitled to payment or delivery on behalf of and with written authority of all other successors who have an interest in the property.

Affiant states that his relationship to the above named decedent is that of ⁴ _____

Affiant further states that he is entitled by law to succeed to the title in the decedent's vehicle, as described:

Year ⁵ _____ Make ⁵ _____ Model ⁵ _____

Vehicle Identification Number ⁵ _____

Transferred to the Affiant for the reason that Affiant is ⁶ _____

Affiant finally states that more than forty days have passed since the death of the decedent as evidenced by a certified copy of the death certificate attached hereto.

Affiant acknowledges that he understands that filing a false affidavit constitutes a felony in this state.

Affiant's Signature ⁷ _____ Date ⁷ _____

Address ⁷ _____ City _____ State _____ Zip Code _____

Subscribed and sworn to before me this ⁸ _____ day of _____ 20 _____

⁹ _____
Notary Public or Authorized Nevada DMV Representative

RD-24 (Rev. 9/02)

ONE IN THE SAME AFFIDAVIT (FORM RD-185)

The *One in the Same Affidavit* (Form RD-185) is used when an individual is known by more than one name, either the first name or the last name.

The *One in the Same Affidavit* must be completed in full, and must indicate the county where the form is completed.

The *One in the Same Affidavit* must be witnessed by a notary public or an authorized Nevada DMV representative.



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ONE IN THE SAME AFFIDAVIT

STATE OF NEVADA

} ss

COUNTY OF _____

Please Print

I, _____, hereby swear under penalty of NRS 482.545 that the following assertions are true of my own personal knowledge:

- 1 I reside at _____
Address

City State Zip Code
2. I, _____, am the same person as

Dated this _____ day of _____, 20____

Affiant's Signature

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public or Authorized Nevada DMV Representative

RD-185 (Rev. 10/02)

REPOSSESSION AFFIDAVIT (FORM RD-20)

A lienholder, as recorded on a certificate of title, may take possession of a vehicle that is in default of the terms of the applicable security agreement. To take such possession, the lienholder must submit the documents and follow the procedures required by Nevada Revised Statutes 482.516 through 482.518 to the Department.

Any person repossessing a vehicle without the knowledge of the registered owner must report the repossession orally to the police or sheriff's office in the county where the repossession is made.

A lienholder must give written notice to the person named as liable on the security agreement of the intent to sell a repossessed vehicle. The written notice must be provided at least 10 days prior to the sale, and must be provided in person or sent by mail to the address as shown on the security agreement. The notice must:

- Inform the person of his or her right to redeem the vehicle and the total amount required to do so as of the date of the notice;
- Inform the person of his or her privilege of reinstatement of the security agreement, if the lienholder extends such a privilege;
- Give notice of the lienholder's intent to resell the vehicle at the expiration of 10 days from the date of the notice;
- Disclose the location where the vehicle will be returned to the buyer upon redemption or reinstatement; and
- Designate the name and address of the person to whom payment must be made.

During the period provided under the notice, the person liable on the security agreement may pay the debt in full.

The lienholder must sell the vehicle in a commercially reasonable manner. The proceeds of the sale must be applied in the following order:

- To cover the reasonable expenses of retaking, holding, preparing for sale, selling, and to the extent provided for in the security agreement, reasonable attorney's fees and legal expenses incurred by the secured party;
- To satisfy the indebtedness secured by the security interest under which the disposition is made;

- To satisfy the indebtedness secured by any subordinate security interest in the collateral if written notification of demand is received before distribution of the proceeds is completed. If requested by the secured party, the holder of a subordinate security interest must furnish reasonable proof of his interest, and unless he does so, the secured party need not comply with his demand; and
- The payment of any surplus to the debtor.

To obtain the certificate of title in the lienholder's name for a vehicle that has been repossessed, attach the Repossession Affidavit (Form RD-20) to the outstanding title. The title must be released by the lienholder as shown on the face of the title.

If a vehicle has been resold, usual procedures for transfer of ownership must be followed. The Repossession Affidavit must be submitted with the transfer of ownership documents.

**INSTRUCTIONS FOR COMPLETING THE
REPOSSESSION AFFIDAVIT
(FORM RD-20)**

1. The name of the registered owner of the vehicle as shown on the certificate of title or ownership.
2. The complete description of the vehicle, including the year, make, model and vehicle identification number.
3. The printed name and address of the person repossessing the vehicle.
4. The signature of the individual authorized by the business to repossess the vehicle. The name of the business must be included.
5. The date the affidavit was completed.
6. The signature of the notary public or authorized Department representative who witnessed the signature of the person repossessing the vehicle, and the date the signature was witnessed.



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REPOSSESSION AFFIDAVIT

Please print or type

1 _____ being first sworn deposes and says
Legal Owner as shown on face of Certificate of Ownership
(each for himself and not one for the other) that _____ he _____ is/are the legal owner(s)
of the certain repossessed vehicle in the name of 2 _____
Registered Owner(s) as shown on face of Certificate of Ownership

Described as follows: 3

Year _____ Make _____ Model _____

Vehicle Identification Number _____

Same being repossessed under provisions of the conditional contract and in accordance with NRS 482.516 through 482.518.

Printed Name of Business or Individual(s) 4 _____

Address 4 _____
City State Zip Code

Authorized Signature 5 _____ Date 6 _____

Subscribed and sworn to before me this 7 day of _____ 20 _____

7 _____
Notary Public or Authorized Nevada DMV Representative

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TRUSTS NRS 163

Trust documents are not required to be presented to the Department of Motor Vehicles for transfer of ownership in the name of a trust.

In lieu of presenting trust documents to the Department of Motor Vehicles for transfer of ownership in the name of a trust, or to release interest in a vehicle titled to a trust, the Trustee must complete a *Trustee Appointment & Powers Affidavit* (Form RD-188).

INSTRUCTIONS FOR COMPLETING FORM RD-188 TRUSTEE APPOINTMENT & POWERS AFFIDAVIT

1. The printed full name of the trustee.
2. The full name of the trust as it appears on the notarized trust documents (verification will not be requested).
3. The complete vehicle description, including the year, make, model and vehicle identification number.
4. The printed name and complete address of the person shown on the affidavit as trustee.
5. The signature of the trustee completing the affidavit and the date the affidavit was completed.
6. Witness of signature by a notary public or authorized Department of Motor Vehicles representative.



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TRUSTEE APPOINTMENT AND POWERS AFFIDAVIT

Please print or type

_____ ¹ _____ declare that I have been appointed

as a Trustee of _____ ² _____
Name of Trust

And have the power granted as a Trustee to sign for the transfer of the below described vehicle:

Year _____ ³ _____ Make _____ ³ _____ Model _____ ³ _____

Vehicle Identification Number _____ ³ _____

I hereby swear (or affirm) under penalty of NRS 482.545, the assertions are true of my own personal knowledge.

Affiant's Printed Name _____ ⁴ _____

Address _____ ⁴ _____
City State Zip Code

Affiant's Signature _____ ⁵ _____ Date _____ ⁵ _____

Subscribed and sworn to before me this _____ ⁶ _____ day of _____ 20_____

_____ ⁶ _____
Notary Public or Authorized Nevada DMV Representative

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POWER OF ATTORNEY (FORM RD-136)

A power of attorney is a written document whereby one individual conveys to another the legal right to act on his or her behalf.

If the right to release interest in a vehicle has been conveyed to another person or firm by power of attorney, the original power of attorney must accompany the title or ownership documents, and it must contain a complete description of the vehicle, including the vehicle identification number, year, make and body type.

If a general power of attorney is used to convey an individual's legal rights, a photocopy attached to the title or ownership documents is acceptable.

A power of attorney becomes null and void upon the death of the individual who conveyed his or her rights to another.

The power of attorney must be exercised by the person or firm named as representative on the form. To properly exercise the power of attorney, the name of the owner must be listed prior to that of the representative.

- Example for an individual: Sharon Smith by *Jane Doe, P of A*
- Example for a business: Sharon Smith by Morrison's Garage
George Morrison, P of A

The power of attorney must be exercised on the certificate of title or document for which the authority was granted. Otherwise, it is null and void.

The power of attorney must be witnessed by a notary public or authorized Nevada Department of Motor Vehicles employee or representative.

When the power of attorney is used to release ownership of a vehicle, the certificate of title or ownership must be signed in the appropriate area by the individual appointed as power of attorney.

If a specific power of attorney is used to release ownership of a vehicle, a copy is acceptable only if it is a certified copy. The following statement must be included on the copy:

- “I hereby certify that this is a true and exact copy of the original that is being held in our files. I further certify that the original will be available during normal business hours for review by Department of Motor Vehicles personnel if necessary.”

If a power of attorney is given to a business, the certification statement must include the business stamp or the printed or typed name of the business, the signature of the individual authorized to act on behalf of the business and the printed or typed name of the person certifying the copy of the specific power of attorney.

A general or specific power of attorney cannot be used to disclose the odometer reading on vehicles nine years old or newer.



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POWER OF ATTORNEY

Please print or type

KNOW ALL MEN BY THESE PRESENTS

That the undersigned, _____

of the County of _____ State of _____

being the Registered and/or Legal Owner of the following described motor vehicle:

Year _____ Make _____ Model _____

Vehicle Identification Number _____

Does hereby make, constitute and appoint _____

of the County of _____ State of _____

true and lawful Attorney in Fact to sign in the name, place and stead of the undersigned, any Certificate of Ownership or vehicle Registration Certificate issued by the Department of Motor Vehicles of the State, covering the motor vehicle described above, in whatever manner necessary to transfer any Registration Certificate or Certificate of Ownership. Granting and giving unto said Attorney in Fact, full authority and power to do and perform any and all other acts authorized hereby, as fully to all intents and purposes as the grantor might, or could do if personally present, with full power of substitution.

Note: This form may not be used to disclose the odometer reading of a vehicle.

Printed Name _____

Address _____
City State Zip Code

Signature of Applicant _____ Date _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public or Authorized Nevada DMV Representative

RD-136 (Rev. 9/02)

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SECTION IV

**FOREIGN, CANADIAN AND GRAY
MARKET VEHICLES**

**U.S. MILITARY
REGISTRATION AND TITLES**

FOREIGN AND GRAY MARKET VEHICLES

A foreign or gray market vehicle is a vehicle manufactured for sale in a country other than the United States that may not meet U.S. safety and/or environmental standards. These vehicles are not imported to the United States through the manufacturer's U.S. distribution system.

Documents required to register and title a gray market vehicle include:

- The foreign Manufacturer's Certificate of Origin, Manufacturer's Statement of Origin or outstanding certificate of title;
- Bills of sale to establish a complete chain of ownership;
- A completed Vehicle Inspection Certificate (Form RD-15);
- U.S. Department of Transportation Form HS-7;
- U.S. Environmental Protection Agency Form 3520-1;
- Odometer Disclosure Statement for vehicles 9 years old or newer; and
- Statement of Facts (Form RD-22) and History Affidavit (Form RD-199) if there is no Manufacturer's Certificate/Statement of Origin or outstanding certificate of title.

The Nevada Certificate of Title will be branded "Non-US Vehicle" to provide notice to future owners that the vehicle was a foreign or gray market vehicle.

CANADIAN VEHICLES

A Canadian vehicle is a vehicle that has been previously registered or titled in Canada, or ownership for the vehicle has been filed in Canada.

Documents required to register and title a Canadian vehicle include:

- Current Canadian registration;
- A completed Vehicle Inspection Certificate (Form RD-15);
- The results of the lien search from the province where the vehicle was last registered;
- The original copy of the notarized lien release, if applicable;
- An odometer disclosure if the vehicle is being transferred and it is nine years old or newer;
- A notarized or witnessed Bill of Sale, if applicable; and
- A Statement of Facts (Form RD-22) and History Affidavit (Form RD-199).

U.S. GOVERNMENT CONTACT INFORMATION

U.S. Department of Transportation

Federal safety standards are the responsibility of the United States Department of Transportation. Questions concerning safety requirements should be directed to:

Director, Office of Vehicle Safety Compliance (NSA-30)
National Highway Traffic Safety Administration
United States Department of Transportation
400 7th Street, SW, Room 6111
Washington, DC 20590
(202) 366-2832

U.S. Environmental Protection Agency

Air quality emissions standards are the responsibility of the United States Environmental Protection Agency (EPA). Questions concerning emissions standards should be directed to:

U.S. Environmental Protection Agency
Investigation/Imports Section
OTAQ-6405J
Ariel Rios Building
Washington, DC 20460
(202) 382-2504

The following address should be used for special delivery, express mail or courier service delivery:

U.S. Environmental Protection Agency
Investigation/Imports Section
OTAQ-6405J
501 3rd Street, NW
Washington, DC 20001

When calling the EPA, please have available the make, model, year and vehicle identification number (VIN) for the vehicle. If the vehicle has already been imported, the port of entry, date of entry and entry number from EPA Form 3520-1 must be available. If corresponding with the EPA in writing, the same information must be provided, along with a telephone number where you can be reached during the day.

CANADIAN GOVERNMENT CONTACT INFORMATION

Alberta

Privatized businesses are located in several locations throughout Alberta. Contact directory assistance for the proper location.

<http://www.gov.ab.ca/>

British Columbia

Ministry of Transportation & Highways
Motor Vehicle Branch / ICBC
151 West Esplanade
North Vancouver, British Columbia V7M 3H9
Phone: (604) 661-2255
<http://www.gov.bc.ca/>

Manitoba

Highways and Government Services
Division of Driver & Vehicle Licensing, Vehicle Registrations
1075 Portage Avenue
Winnipeg, Manitoba R3G 0S1
<http://www.gov.mb.ca/>

New Brunswick

Department of Transportation
Motor Vehicle Branch
PO Box 6000
Fredericton, New Brunswick E3B 5H1
Phone: (506) 453-2410
<http://www.gov.nb.ca/>

Newfoundland/Labrador

Department of Government Services/MVD
PO box 8710
St. John's, Newfoundland A1B 4J5
Phone: (709) 729-2501
<http://www.gov.nf.ca/>

Nova Scotia

Department of Business & Consumer Services
PO Box 2734
Halifax, Nova Scotia B2J 3P7
Phone: (902) 424-5851
<http://www.gov.ns.ca/>

Northwest Territories: For information, contact the Dept. of Transportation at <http://www.gov.nt.ca/>.

Nunavut

Motor Vehicles Division
Government of Nunavut
PO Box 207
Gjoa Haven, Nunavut X0E 1J0
<http://www.gov.nu.ca/>

Ontario

Ministry of Transportation
Licensing Division
2680 Keele Street, East Bldg., Main Floor
Toronto, Ontario M3M 3E6
Phone: (416) 235-4686
<http://www.gov.on.ca/>

Prince Edward Island

Department of Transportation & Public Works
Highway Safety Operations
PO box 2000
Charlottetown, Prince Edward Island
C1A 7N8
<http://www.gov.pe.ca/>

Quebec

Societe de l'assurance automobile du Quebec

To find a center of service please check on line for locations and hours of operation.
<http://saaq.gouv.qc.ca/>

Saskatchewan

Saskatchewan Government Insurance/MVD
2260 11th Avenue
Regina, Saskatchewan S4P 2N7
Phone: (306) 751-1200
<http://www.gov.sk.ca/>

Yukon Territory

Government of Yukon
Box 2703
Whitehorse, Yukon Y1A 2C6
Phone: (867) 667-5811
<http://www.gov.yk.ca/>

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FOREIGN EMBASSY CONTACTS

At times, there may be a need for additional information, and because of problems with language differences, distance or time, it may be necessary to contact foreign embassies regarding registration and titling procedures. Information about foreign countries may be obtained from individual embassies, most of which are located in Washington, DC. Correspondence to embassies should be in the following format (no street address or zip code is necessary):

The Embassy of (Country Name)
Washington, DC

Individual embassy addresses may also be found at the following web site:

www.embassy.org

Printed listings of embassy addresses may also be obtained in writing from:

Superintendent of Documents
U.S. Government Printing Office
P.O. Box 371954
Pittsburgh, PA 15250-7954

MILITARY CONTACTS

Inquiries concerning military registrations, identity of owners or identity of persons to whom plates have been issued must be directed in writing to:

Headquarters, USAREUR
& 7th Army
Registry of Motor Vehicles
Unit 29230
APO AE 09102

Headquarters
US Air Force, Europe
Public Affairs Office
Unit 3050, Box 120
APO AE 09094-0120

Headquarters
US Naval Forces, Europe
FPOAE 09499-0013

US MARFOREUR
Attn: Provost Marshal
Unit 30401
APO AE 09107-0401

U.S. MILITARY REGISTRATIONS AND TITLES

Military registrations DO NOT require shipping papers or DOT or EPA releases, unless the vehicles are gray market vehicles.

Form AE 190-1A is currently used by the military to register vehicles. A sample copy of the form follows.

Transfer of ownership may be completed on the reverse side of the form or by an acceptable bill of sale.

LICENCE NUMERENZEICHEN AE-CD-100		USAFRANKEN REGISTRATION/TITLE CERTIFICATE/BEZUGSNUMMERE FÜR FRANKENREGISTRATION (USAFRANKEN Reg 190-1 USANFANG Nr. 11260-52 USANFANG Nr. 21-22)				EXPRESSTERMINAL AM 28AUG03																																																	
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AE FORM 190-1A, NOV 98 THIS EDITION REPLACES AE FORM 190-1A, DML JUN 98

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AE FORM 190-1A, NOV 98 THIS EDITION REPLACES AE FORM 190-1A, DML JUN 98

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SECTION V

REGISTRATION INFORMATION

GENERAL REGISTRATION INFORMATION

The following information is provided to allow you to assist your customer with Nevada's vehicle registration requirements.

Registration requirements include Nevada evidence of liability insurance, emission control certificates of compliance for Clark and Washoe Counties, odometer disclosure statements when applicable and payment of sales tax or proof that sales tax in Nevada has been paid.

If a sale of a vehicle occurs between individuals and there will be a lien on the vehicle, and if the vehicle is currently titled in Nevada, the following documents are required:

- A photocopy of the front and back of the certificate of title showing the release of ownership, reassignment, signature of the new owner, the odometer disclosure and the lienholder information; and
- A photocopy of the security agreement.

If a sale occurs between individuals and there will be a lien on the vehicle, and if the vehicle has never been registered or titled in Nevada, the following documents are required:

- A photocopy of the front and back of the certificate of title showing the release of ownership, reassignment, signature of the new owner, the odometer disclosure and the lienholder information;
- A photocopy of the security agreement; and
- A completed Vehicle Inspection Certificate (Form RD-15).

If the vehicle is purchased from an out-of-state dealer, there is a lienholder and the vehicle is either new or used, the following documents are required:

- A completed manufacturer's certificate of origin, security agreement or certificate of title;
- A copy of the security agreement;
- A disclosure of the odometer reading if the vehicle is nine years old or newer; and
- A completed Vehicle Inspection Certificate (Form RD-15).

If the vehicle is being leased through an out-of-state dealer or leasing company, the following documents are required:

- A copy of the lease agreement;
- A completed Vehicle Inspection Certificate (Form RD-15); and
- An odometer disclosure if the vehicle is nine years old or newer.

When new or used vehicles are purchased from a Nevada licensed dealer, the customer must be provided with the green copy of the Dealer's Report of Sale.

A Nevada Certificate of Title will be issued when the lienholder submits the original documents, along with proof of registration, to the Department.

If the vehicle is not going to be registered, the title documents should so indicate. The title fee and applicable sales taxes or proof of payment of sales taxes, along with the title documents, must be submitted to the Department.

VEHICLE REGISTRATION FEES

Nevada Revised Statutes 482.205 requires that every owner of a motor vehicle intended to be operated on any Nevada highway, before the motor vehicle can be operated, apply to the Department or a registered dealer for and obtain a valid registration.

All motor vehicles with a declared gross weight in excess of 26,000 pounds must be registered for 12 consecutive months.

Owners of fleet vehicles (10 or more vehicles) may be registered on a calendar year basis, with the registrations expiring on December 31.

REGISTRATION FEES

Registration fees established by NRS 482.480, 482.482 and 482.483 are as follows:

○ Passenger Vehicles	\$ 33.00
○ Motorcycles	39.00
○ Travel Trailer	27.00
○ Trailer or Semitrailer (under 1,000 lbs)	12.00
○ Trailer or Semitrailer (over 1001 lbs)	24.00
○ Motortruck, truck trailer or bus	
▪ Less than 6,000 lbs	33.00
▪ 6,001 to 8,499 lbs	38.00
▪ 8,500 to 10,000 lbs	48.00
▪ 10,001 to 26,000 lbs	12.00**
▪ 26,001 to 80,000 lbs	17.00**

**These fees are for each 1,000 pounds or fraction thereof. The maximum fee is \$1,360.

GOVERNMENTAL SERVICES TAXES

Governmental Services Taxes are also due and payable at the time of a vehicle registration, as required by NRS 371.050. These taxes are based on 35 percent of the Manufacturer's Suggested Retail Price (MSRP) of the vehicle, excluding options and extras, and when the vehicle was first offered for sale in Nevada.

Buses, trucks, truck tractors or vehicle combinations having a declared gross weight of 10,000 pounds or more, and trailers and semitrailers having an unladen weight of 4,000 pounds or more, may be assessed at 85 percent of the original purchase price, in lieu of the MSRP.

If the Department is unable to determine the original MSRP in Nevada, or the original retail price to the purchaser, the original value of the vehicle may be based on \$.50 per pound.

Governmental Services Taxes are based on \$.04 for each \$1.00 of valuation of the vehicle as determined by the Department (NRS 371.040). Vehicles are depreciated for the purpose of the governmental services taxes annually until the vehicle is nine years old. Buses, trucks or truck tractors having a declared gross weight of 10,000 pounds or more and each trailer or semitrailer having an unladen weight of 4,000 pounds or more are depreciated by the Department annually until they are 10 years old (NRS 371.060).

Governmental Services Taxes are rounded to the nearest dollar.

SUPPLEMENTAL GOVERNMENTAL SERVICES TAXES

NRS 371.045 authorizes boards of county commissioners to impose additional governmental services taxes of not more than \$.01 per \$1.00 of valuation of the vehicle. Currently, Churchill, Clark and Washoe Counties impose this additional tax.

Supplemental Governmental Services Taxes are rounded to the nearest dollar.

PRISON INDUSTRY FEE

As required by NRS 482.268, the Department also collects a Prison Industry Fee of \$.50 per license plate.

**AUTHORIZED APPRAISAL REPORT
NRS 374.112
(Form RD-144)**

An *Authorized Appraisal Report* (Form RD-144) is used to determine the value of a motor vehicle. An appraisal is required when computing the value of the vehicle for sales tax purposes when the depreciation schedule set by NRS 374.113 is not used.

A fee of \$10.00 will be charged for completing the appraisal.

The appraisal may only be completed by:

- An employee of the Nevada Department of Motor Vehicles;
- A county assessor or his authorized employee as an agent to the Department; or
- A person licensed by the Department as a dealer or rebuilder.

The taxable value for the vehicle is the value obtained from the appraisal or \$100.00, whichever is greater.

For sales tax purposes, Form RD-144 must be used.

The appraisal of the vehicle must be based on the value of the vehicle at the time of the appraisal.



AUTHORIZED APPRAISAL REPORT

I am requesting an appraisal be made of the vehicle described below. I realize that a fee of **\$10** may be charged to do this appraisal. I further realize that the Department of Motor Vehicles will use the greater of the value shown on this appraisal report or \$100 as the taxable basis for this vehicle.

Buyer's Signature

Name of Buyer

Street Address

City

VEHICLE INFORMATION

Year/Make.....Body Type.....Odometer.....

Vehicle I.D. No.....

CONDITION OF VEHICLE

Can vehicle be operated?..... Yes ☐ No ☐

Is the engine present?..... Yes ☐ No ☐

Is the transmission present?..... Yes ☐ No ☐

Is the differential present?..... Yes ☐ No ☐

Interior..... Good ☐ Fair ☐ Poor ☐

Exterior..... Good ☐ Fair ☐ Poor ☐

Tires..... Good ☐ Fair ☐ Poor ☐

Are the following items in vehicle?

Battery..... Yes ☐ No ☐ Radio..... Yes ☐ No ☐

Heater..... Yes ☐ No ☐ Air Conditioner..... Yes ☐ No ☐

Radiator..... Yes ☐ No ☐

APPRAISER CERTIFICATION

I, the undersigned, pursuant to Chapter 374 of NRS have inspected the above vehicle and to the best of my knowledge and belief the estimated appraised value is:

APPRAISED VALUE _____

Location of Appraisal.....

Appraisal Date.....

Signature of Appraiser.....

Original, To Buyer - 2nd Copy, To DMV - 3rd Copy, To Appraiser.

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SECTION VI

DRIVING PERMITS

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15-DAY SPECIAL DRIVE-AWAY PERMIT

The 15-Day Special Drive-Away Permit allows a vehicle to be driven to a destination outside of the State of Nevada for registration and title transfer. The permit may be purchased for the movement of any vehicle to be sold outside of the State of Nevada or for the movement of a vehicle purchased in Nevada by an out-of-state resident.

The permit is not intended for casual driving.

The fee for the permit is \$8.25.

The permit is valid only for the dates and destinations as shown on the permit.

When a vehicle is sold to an out-of-state resident, the MCO or certificate of title may be given to the customer. If there is a security interest in the vehicle the documents must be sent directly to the lienholder. The customer may be provided with photocopies of the documents.

If the sale is exempt from sales tax, the provisions of Nevada Administrative Code 372.710 must be followed. The purchaser must be furnished with an affidavit in a format prescribed by the Nevada Department of Taxation.

The permit must be affixed to the lower right-hand corner of the vehicle's windshield.

**INSTRUCTIONS FOR COMPLETING THE 15-DAY
SPECIAL DRIVE-AWAY PERMIT
(FORM RD-110)**

1. The name, address and city of the registered owner.
2. The complete description of the vehicle, including the vehicle identification number, year, make and body type.
3. The state where the vehicle is currently located.
4. The destination where the vehicle is going to be moved to.
5. The Department office location or name, address and business license number of the dealership where the permit was obtained.
6. The dates during which the vehicle may be moved.
7. The name of the individual issuing the permit.
8. The date the permit was issued.
9. The date the permit expires.

STATE OF NEVADA DEPARTMENT OF MOTOR VEHICLES AND PUBLIC SAFETY			Fee \$8.25	
SPECIAL DRIVE-AWAY PERMIT (Valid for 15 Days)			No. 413501	
1 Registered owner			2 Address	
City or town				
3 Year	4 Make	VIN No.	5 Body type	
Present location of vehicle			Destination	
License No. or DMV&PS office			Dates of movement	
7 Authorized agent issuing permit			8 Date of application	9 Date of expiration
RD 110 (Rev. 9-90)			Insurance instructions on Reverse	
			601-3615	

DEALER'S REPORT OF SALE (DRS) PLACARD

A Dealer's Report of Sale Placard (DRS Placard) is provided to the buyer of a vehicle upon purchase of the vehicle.

The DRS Placard is valid for a period of thirty days from the date the contract of sale was entered into.

The DRS Placard must be displayed on the rear of the vehicle, either in the rear window or in place of the rear license plate.

Photocopies of the DRS Placard are void, as the state seal will not transfer to the photocopy.

DRS Placards may be purchased in Field Services offices or by mail through the Carson City office of the Compliance Enforcement Division.

INSTRUCTIONS FOR COMPLETING THE DRS PLACARD

1. The month, day and year of expiration of the DRS Placard.
2. The date the DRS Placard is issued for the vehicle.
3. The name of the dealer where the vehicle was purchased and that issued the DRS Placard.
4. The complete description of the vehicle, including the vehicle identification number (VIN), year and make.
5. The business license number of the dealer.
6. The control number for the Dealer's Report of Sale.

NEVADA
EXPIRATION DATE

MONTH	DAY	YEAR
1	1	1

ISSUE DATE: 2 4 4

VIN: 4 4 4

DEALER NAME: 3

DEALER NUMBER: 5

YEAR: 4

MAKE: 4

DRS: 6

00396130

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SECTION VII

FINANCIAL INSTITUTION INFORMATION

RECORDING A LIEN

If a financial institution is applying for a Nevada Certificate of Title and the sale is not through a Nevada dealer:

- Be sure the outstanding title is properly released and reassigned, and that all supporting documents have complete and correct information; and
- Include proof of Nevada registration. A copy of the registration certificate showing the new owner as it appears on the certificate of title is preferable.

If the registration certificate is not available, the Nevada license number is acceptable. Ensure that the license plate is issued to the correct vehicle and vehicle owner.

Documents submitted for transfer without the applicable title fee will be rejected.

If the vehicle will not be registered, and the lienholder wishes to apply for a Nevada Certificate of Title to perfect the lien, and the outstanding title is a Nevada title, the following must be submitted:

- The properly endorsed title;
- Sales taxes or evidence that they have been paid in Nevada; and
- The \$20 title fee (\$35 if the vehicle is not present in or is not registered in Nevada).

If the vehicle will not be registered, and the outstanding title is an out-of-state title, the following must be submitted:

- The properly endorsed title;
- A completed Vehicle Inspection Certificate (Form RD-15);
- Sales taxes or evidence that they have been paid in Nevada; and
- The \$20 title fee (\$35 if the vehicle is not present in or is not registered in Nevada).

If the new or used vehicle will not be registered, and it was sold by a Nevada dealer, the following must be submitted:

- The MCO or properly endorsed outstanding title;
- A Dealer's Report of Sale; and

- The \$20 title fee (\$35 if the vehicle is not present in or is not registered in Nevada).

If the new or used vehicle will not be registered, and it was purchased from an out-of-state dealer, the following must be submitted:

- The MCO or properly endorsed title;
- A completed Vehicle Inspection Certificate (Form RD-15);
- Sales taxes or proof that sales taxes have been paid in Nevada; and
- The \$20 title fee (\$35 if the vehicle is not present in or is not registered in Nevada).

Note: If a lienholder does not receive a Nevada Certificate of Title within 120 days after submitting title documents, the Carson City Records Section should be contacted. A title search will be conducted.

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SECTION VIII

RECORDS SECTION

ACCESSING MOTOR VEHICLE REGISTRATION/TITLE INFORMATION

The Department of Motor Vehicles is authorized to maintain an information reporting service for driver's license and vehicle registration and title records.

The Department's main office in Carson City is the only office authorized to release records.

To request records, an *Application for Individual Record Information* (Form IR-002) and *Affidavit* (Form IR-003) must be completed and submitted to the Department. The request must also document the requestor's legal right to the information. The application, affidavit and any supporting documentation and fees will be forwarded and processed by the Records Section in Carson City.

If a firm or company wishes to have an account with the Department, an *Application for Records Service* (Form IR-001) and an *Affidavit* (Form IR-003) must be completed, signed, notarized and submitted to the Department. A copy of the applicable business license and/or private investigator's license must be submitted with the Application and Affidavit.

- When the account is established, the applicant will be formally notified by letter.
- The notification will include the account code number.
- Monthly itemized statements will be sent under the account indicating services rendered by the Department.
- Payments are due within thirty days of the date of the statement.
- Inquiries will not be processed without the assigned account code number.

Nevada law prohibits the release of license plate numbers or social security numbers.

Information will not be released upon presentation of a license plate number.

For further information or forms, please contact:

Nevada Department of Motor Vehicles
Central Services & Records Division
Records Section
555 Wright Way
Carson City, NV 89711-0250
(775) 684-4590



Central Services Records Section
555 Wright Way
Carson City, Nevada 89711-0250
(775) 684 - 4590
www.dmvnv.com

APPLICATION FOR RECORDS SERVICE

Name _____

Mailing Address _____

Physical Address _____

Telephone No () _____ Fax No () _____

Type of Business _____

Credit Reference * _____

Firm Name

Address

Tel. No.

Firm Name

Address

Tel. No.

DESCRIBE THE TYPE AND USE OF INFORMATION REQUESTING _____

Have you had a previous account with the records section? _____ If yes, under what

Name? _____ Account No? _____ When? _____

I hereby certify the above information is true and correct, and the information obtained will be used for the purpose stated above and in accordance with the Drivers Privacy Protection Act.

It is further agreed payment on this account will be made within thirty (30) days of receipt of the billing and, if required, a bond insuring payment of the account. *

SIGNATURE OF APPLICANT _____ DATE _____

PRINTED NAME OF APPLICANT _____ DATE _____

* These sections do not apply to governmental agencies.

OFFICE USE ONLY

ACCOUNT NO _____

#001 (9/2002)



Central Services Records Section
555 Wright Way
Carson City, Nevada 89711-0250
(775) 684 - 4590
www.dmvnv.com

APPLICATION FOR INDIVIDUAL RECORD INFORMATION

A. Applicant's Name _____
Phone # () _____ Fax # () _____
Address _____

B. INFORMATION REQUESTED (Please mark appropriate box and fill out corresponding section) :

Driver's License Information :

- ☐ Information on face of driver's license
☐ Driving record :

Full name _____
Address _____
Driver's License No _____

Vehicle Information :

- ☐ Vehicle Registration
☐ Verification
☐ Vehicle title
☐ Vehicle History (Specify registration or title):
☐ Registration
☐ Title

Full Name _____
Address _____
Year _____ Make _____
Vehicle I.D. No (VIN) _____

C. FOR WHAT PURPOSE IS THIS INFORMATION NEEDED?

I hereby declare under penalty of perjury that the information received will not be used for an illegal purpose or unwarranted invasion of a particular person's privacy nor will I release or sell any information received through this application to any other party for use by such party.

I agree to indemnify and hold the state of Nevada, Department of Motor Vehicles its agents and employees from any all claims, causes of action, or liability arising from the careless, negligent or improper use by myself, my agents, of any of the information received under this application.

Signature of Applicant

Date

(Request for information will not be processed without the signature of the requesting party)

99002 (9/2002)



Central Services Records Section
555 Wright Way
Carson City, Nevada 89711-0250
(775) 684 - 4590
www.dmvnv.com

State of _____)
_____) ss
County)

AFFIDAVIT

Being first duly sworn under penalty of perjury I hereby state:

- (a) I have read, fully understand and agree to abide by the laws and regulations now in effect and hereinafter enacted or adopted regarding the manner in which personal information from the Department of Motor Vehicles driver's license and registration files and records may be obtained and the limited uses which are permitted;
- (b) I understand that any sale or disclosure of information so obtained must be in accordance with the provisions of this section. Specifically, that I must keep records of such sale or disclosure for five years for department inspection, and that such sale or disclosure may only be for a use permitted under law;
- (c) I understand that a record will be maintained by the department of any information which I request;
- (d) I understand that a violation of the provisions of NRS 481.063 is a criminal offense. Specifically, that it is unlawful to make a false representation to obtain any information from the department, or to knowingly obtain or disclose any information from the files or records of the department for any use not permitted by the provisions of this chapter.

DATED this _____ day of _____, 2007.

Signature of Applicant

Printed Name of Applicant

Title (if applicable)

Signed and sworn to before me this

day of March

NOTARY Public or Authorized Nevada DMV Representative

SPRINGER (2000)

RECORDS SECTION FEE SCHEDULE

<u>TRANSACTION CODE</u>	<u>SEARCH DESCRIPTION</u>	<u>FEE</u>
D1	Driver's License Information	\$5.00
D2	Driver's Record Information	\$5.00
D3	Driver's License Clearance Letter	\$6.00
D5	Additional Microfilm Research	\$3.00
V1	Vehicle Registration Information	\$5.00
V2	Vehicle Title Information	\$5.00
V3	Vehicle History	\$7.00
S2	Certification of Documents	\$4.00
S3	Photocopies of Each Page	\$3.00
S4	Title Verification	\$7.00

Checks must be made payable to the Department of Motor Vehicles, Records Section.

V1—VEHICLE REGISTRATION INFORMATION

This information is limited to the current registration records, including the year, make, expiration date, vehicle identification number and registered owner's name and address. To request this information, identify the:

- Vehicle Identification Number (VIN); and
- The name of the individual or company and the corresponding address.

V2—VEHICLE TITLE INFORMATION

This information is limited to the current Nevada title records, including the name of the registered owner on the title, the name and address of the lienholder and the date the title was created. To request this information, provide the:

- Vehicle Identification Number (VIN).

V3—VEHICLE HISTORY

Upon request, research can be done to determine the first registration of the vehicle in Nevada, the documents used to register the vehicle, the documents used to title the vehicle, etc. Records are available for a ten-year period.

Customers maintaining accounts with the Department may request records by telephone at (775) 684-4590, or toll-free within Nevada at 1-800-992-7945.

SECTION IX

EMISSION CONTROL

NEVADA MOTOR VEHICLE EMISSION CONTROL PROGRAM

I. Summary

A decentralized, test-and-repair, basic I/M (Inspection and Maintenance) program is operating in Reno (Washoe County). A decentralized, test-and-repair, low-enhanced I/M program is operating in Las Vegas (Clark County).

Model year vehicles that are two years old (third annual registration period) through model year 1968 are inspected. All gasoline-powered vehicles (light and heavy duty) that meet this model year criteria are inspected for emissions. Vehicle owners that are registering or re-registering their vehicle are required to have their vehicle emission inspected as part of the process (program is registration enforced). All emission analyzers are networked to a vehicle information database (VID) for emissions. The DMV registration database obtains the emission information for vehicles that are involved in the registration process from the vehicle information database (VID).

II. Vehicle Ratings

Light-Duty Vehicles Defined

- Trucks with a manufacturer's gross vehicle weight rating less than 8500 pounds
- A passenger motor vehicle that is designed to transport 15 or fewer people
- Van Conversions

Heavy-Duty Vehicles Defined

- Trucks with a manufacturer's gross vehicle weight rating of 8,500 pounds or more
- A passenger motor vehicle designed to transport more than 15 people
- Motor home, mini motor home or camper mounted on a chassis

III. Test Procedure

1968 thru 1995 Light Duty Vehicles and 1968 and newer Heavy-Duty Vehicles

- Two-speed emission inspection, measuring for carbon monoxide and hydrocarbons.

- Visual inspection for a properly installed gas cap.
- Visual inspection for exhaust smoke and crankcase blowby.
- Visual inspection for tampering of the air injection system, exhaust gas recirculation valve, catalytic converter and fuel inlet restrictor.

1996 and Newer Light Duty Vehicles

- Inspection of “ Certified on-board Diagnostics” system on 1996 and newer light-duty vehicles. Currently “Certified on-board Diagnostics” is advisory but will be pass/fail starting January 1, 2003.

IV. Exhaust Gas Standards

<u>Light Duty</u>	<u>CO</u>	<u>HC</u>	<u>Heavy Duty</u>	<u>CO</u>	<u>HC</u>
1968-1969	4.0%	800 PPM	1968-1969	7.0%	1400 PPM
1970-1974	3.5%	700 PPM	1970-1978	6.0%	1400 PPM
1975-1978	2.5%	500 PPM	1979	5.0%	1000 PPM
1979-1980	2.0%	500 PPM	1980	4.0%	1000 PPM
1981 newer	1.2%	220 PPM	1981 newer	3.5%	1000 PPM

V. Waiver Requirements

Clark County:

- \$450.00 related to exhaust gas failures only. No waiver for an emission failure due to tampering of emission devices, visible smoke or blowby. Repairs must be completed at an Authorized Station licensed to perform emission related repairs. Facilities also noted as 2G.
- Self-repair provisions are not authorized in Clark County.

Washoe County:

- Self Repair: \$200.00 spent on parts related to the exhaust gas failure, other than a catalytic converter, fuel inlet restrictor or air injection system. No waiver for an emission failure due to tampering of emission devices, visible smoke or blowby.
- Shop Repair: \$200.00 related to exhaust gas failures only. No waiver for an emission failure due to tampering of emission devices, visible smoke or blowby. Repairs must be completed at an Authorized Station licensed to perform emission related repairs. Facilities also noted as 2G.

VI. Diesel Vehicles Defined

Light-Duty Diesel: These vehicles are defined as a diesel-powered vehicle that has a declared gross vehicle weight of 8,499 pounds or less, which shall include passenger cars, mini pickups, pickups and vans. These vehicles are tested for opacity (density of smoke exiting the exhaust). Per NAC 445B.589, all emission control devices that are listed on manufacturer's emission control label for 1981 and newer vehicles are visually inspected. All vehicles tested are inspected for a proper fuel cap and are required to be in compliance prior to registration or renewal. Light-duty diesel vehicles are tested under load (depending on the type and size of the engine) on a dynamometer. The maximum allowable opacity reading in Washoe County is 40% and in Clark County the maximum is 30%.

Heavy-Duty Diesel: This type of vehicle is defined as a motor vehicle with a declared gross vehicle weight of 8500 pounds or greater powered by diesel fuel and a diesel-powered passenger vehicle designed to transport more than 15 passengers. These vehicles are tested at random at roadside inspection stations and are not required to have an emission test for registration purposes.

VII. Smoke Hotline

Nevada has a toll free number (686-SMOG in Reno, and 642-SMOG in Las Vegas) that allows anyone to report a vehicle that is emitting excessive smoke from its exhaust. The information is collected and investigated by the Compliance Enforcement Division of the Department of Motor Vehicles.

VIII. Vehicles for Sale

It is unlawful for any person (individual or business) to sell, offer for sale, display, operate or leave standing any vehicle that is required by state or federal law to be equipped with pollution devices unless those devices are correctly installed and in operating order.

IX. Dealer Sales

Any dealer who sells a used vehicle that will be registered in a Nevada Emission Control Program area must provide a certificate of compliance at the time the Dealer's Report of Sale is issued.

X. Licensee Overview

Facilities that perform emission inspections are licensed as an Authorized Inspection Station (1G) or Authorized Station (2G). Authorized Inspection Stations (1G) can test vehicles for emissions but cannot do emission related repairs. Authorized Stations (2G) can test vehicle for emissions and also perform emission related repairs.

Individuals licensed to only perform emission inspections are classified as 1G. Individuals licensed to perform emission inspections and emission related repairs are classified as 2G. There are different levels of training and testing requirements for each level of inspector classifications.

XI. Fee Schedules

Fees for inspections are calculated based upon 35 percent of the average shop labor rate, evaluated within each county during the final quarter of each year. There is a five-dollar vehicle inspection report fee that is charged for each inspection through the state of Nevada. For emission inspection on gasoline-powered vehicles, there is also a \$2.06 network transaction fee that is charged for each inspection to cover network provider services. Maximum fees for each calendar year are calculated during the last quarter of the calendar year and are based on the annual shop labor rate survey conducted by the Department.

XII. Contact Agency

The Nevada Department of Motor Vehicles is the regulatory agency responsible for administering the I/M Program. Please contact the nearest DMV Emission Control Test Lab noted below, should you require further information:

Washoe County:

305 Galletti Way
Reno, NV 89512
(775) 684-3581

Clark County:

2701 East Sahara Avenue
Las Vegas, NV 89104
(702) 486-4981

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SECTION X

OCCUPATIONAL AND BUSINESS LICENSING

VEHICLE INDUSTRY BUSINESS LICENSING/OCCUPATIONAL LICENSING AND REGULATION

The legislature finds and declares that the distribution and sale of motor vehicles in the State of Nevada vitally affects the general economy of the state, the public interest and the public welfare. In the exercise of legislative police power, it is necessary to regulate and license motor vehicle manufacturers, distributors, new and used vehicle dealers, rebuilders, leasing companies, brokers, transporters, salesmen and their representatives doing business in the state of Nevada in order to prevent frauds, impositions and other abuse upon its citizens.

The Department of Motor Vehicles is entrusted with the administration of the laws.

It is incumbent upon each licensee to know the laws governing the vehicle industry and the business for which he is licensed. This information is intended to assist you in that effort.

Locations of the Department of Motor Vehicles, Business and Occupational Licensing offices:

555 Wright Way
Carson City, Nevada 89711
(775) 684-4690

3920 East Idaho Street
Elko, Nevada 89801
(775) 738-8220

305 Galletti Way
Reno, Nevada 89512
(775) 684-3564

8250 West Flamingo Road
Las Vegas, Nevada 89117
(702) 486-8620

2701 East Sahara Avenue
Las Vegas, Nevada 89104
(702) 486-4930

1399 American Pacific Drive
Henderson, Nevada 89014
(702) 486-1371

BEING CONTACTED BY THE DEPARTMENT AND AVAILABILITY FOR INSPECTION OF BOOKS AND RECORDS

As a public agency the Department serves you and many other customers. The Department may receive complaints on a licensee from the public. We investigate these complaints in order to protect the public interest and prevent unfair practices.

Should there be a need for a Department employee to contact you to follow up on a title issue, licensing requirements or complaint against your business, your cooperation is expected and appreciated.

The law provides for inspection of your report of sale books, pertinent records, and vehicle inventory. These records must be made available for such an inspection during normal business hours.

BUSINESS INFORMATION

BUSINESS LICENSE

The business license is issued to an individual, partnership, LLP, LLC or corporation after receipt of an application and investigation of the applicant(s) by the department. The license is valid only for the business and owner(s) for which it was issued. The licensed business may not allow any person, who is not a licensed principal or salesman of the business, to operate under the authority of the license. The licensee may not lease the license to another business or person. The license is not an asset of the business and is not transferred to new owners should the business be sold.

If a licensee changes the name of any of his established place(s) of business, he must notify the department of the change within ten days. Forms and instructions for name change may be obtained at any office of the Business and Occupational Licensing, or on the DMV web site, www.dmvnv.com. NRS 482.326.3

NAME OF BUSINESS

Applicants for a business license as a vehicle dealer may not use certain words or terms in the business name, signs or trade style. NAC 482.190

- The words "Finance," "Loan" or similar expressions may not be used unless the firm is actually engaged in the finance business.
- Because the intrinsic value of used vehicles is difficult to establish, specific claims of savings must not be used. The terms "Wholesale" or "Discount" must not be used in the business firm's name, display sign or in retail vehicle advertising to imply that vehicles are being offered at wholesale when this is not the case.
- The words "Repo," "Repossessed" or "Repossession" may not be used in the business firm's name, trade style, signs or display signs, unless the business is actually selling only bona fide repossessed vehicles.

LEGIBLE SIGN CONTAINING NAME OF BUSINESS

A display sign is required at each established place of business. The sign containing the name of the business must be permanently affixed, must be in lettering of sufficient size to be clearly legible from the center of the nearest street or roadway, and the lettering must be at least 8 inches high and formed by lines that are at least 1 inch wide. Two photos of the building with the display sign are required as part of the licensing packet. The photos must clearly show both the building and display sign. NRS 482.332

The photos will not be considered acceptable if the display sign is:

1. Mounted on a truck, trailer or other mobile equipment.
2. Taped to, or leaning against the building.
3. Written in marker on the door of the building.
4. Showing a name different than that listed on the application.

PLACE OF BUSINESS

1. Manufacturers and distributors licensed in the state of Nevada are not required to maintain an established place of business in this state as part of the licensing requirement.
2. Vehicle dealers, rebuilders and lessors are required to maintain an established place of business in this state which:
 - A. Includes a permanent enclosed building, owned in fee or leased, with sufficient space to display one or more vehicles.
 - B. Is principally used by the dealer to conduct business.
 - C. Is large enough to accommodate his office and provide a safe place to keep the books and records of the business.
 - D. Has boundaries that are clearly marked. If more than one business is located at the address, boundaries clearly separating one business from the other are required.
3. Short-term Lessors must:

- A. Designate one location as his principal place of business and each other location where he conducts business as a branch that is operated pursuant to the license for the principal place of business. NRS 482.323
 - B. Notify the department of each branch at which he conducts business by filing, on forms provided by the department, such information pertaining to each branch as required by the department. NRS 482.363
- 4. Every broker shall maintain an established place of business in this state that is in a permanent building with sufficient space to accommodate his office. NRS 482.333
- 5. If a dealer changes the location of any of his established places of business, he must notify the department of the change within ten days. Forms and instruction for change of address may be obtained at any Business and Occupational Licensing office. NRS 482.326
- 6. A franchise dealer cannot relocate his business within the relevant market area of an existing dealer who sells the same line and make of vehicle. NRS 482.3634

BUSINESS STRUCTURE

Application for business license as a manufacturer, distributor, dealer, rebuilder, lessor or broker requires the applicant to list the business structure as individual, partnership, LLP, LLC or corporation.

- 1. When listing the business as a partnership, all partners must be listed on the application.
- 2. If the structure of the business is a limited partnership, it must be noted on the application and the structure of the limited partnership disclosed.
- 3. If the structure of the business is a limited liability corporation or company, the filing with the Nevada Secretary of State must accompany the application along with a list of members and managers.
- 4. If applying for a business license as a corporation, the corporate filing with the Secretary of State listing the president, vice president and secretary/treasurer must accompany the application.

5. Out-of-state manufacturers and distributors who are licensed to do business in the state of Nevada must submit a copy of filing with the Nevada Secretary of State as a foreign corporation.
6. If the business has a Resident Agent or Manager who will manage and control the business, list the person on the application as either the Resident Agent or Manager.

APPLICATION FOR BUSINESS LICENSE

A business or individual desiring to be licensed in the State of Nevada as a vehicle dealer, rebuilder, broker, manufacturer, distributor or lessor may acquire an Application Packet from any office of the Department of Motor Vehicles Compliance Enforcement Division, Business and Occupational Licensing offices as listed in Section X, Page 1 or telephone (775) 684-4690 to have an application packet mailed to you.

Processing of the application will normally be completed within one to two weeks of receipt of a complete licensing package. The applicant will be notified of denial or approval of the license and the license number assigned to the business. A DMV business license will not be issued without a copy of the city or county business license.

Although not addressed in this guide, application and requirement sheets for the following business licenses may also be obtained at any of the Business and Occupational Licensing offices:

- Vehicle Transporter
- Vehicle Wrecker
- Body Shop
- Salvage Pool
- Emission Station
- Garage

**DEALER, REBUILDER, LESSOR,
MANUFACTURER, DISTRIBUTOR (NRS 482.325)**

LICENSING REQUIREMENTS:

1. Application for Business License. Application must be completed in full and signed by a principal of the business.
2. Personal History Questionnaire completed by each principal or corporate officer of the business.
3. Two full sets of fingerprints for each principal and/or corporate officer, on cards supplied by the Department. Applicants must be fingerprinted by an authorized Business and Occupational Licensing representative or a law enforcement agency. (Some agencies may charge to fingerprint - check with your local agency.)
4. Authorization for Release of Information Form signed by each individual being fingerprinted. Release must be notarized or signature witnessed by an authorized Nevada DMV representative.
5. Child Support Information Form completed and signed by each principal. Corporate officers are not required to submit a completed child support form.
6. A surety bond or a deposit in lieu of bond in the amount of \$50,000 for dealers, manufacturers, rebuilders and distributors. Motorcycle, tent, horse, boat or utility trailers, \$5,000. NRS 482.345
7. Insurance CERTIFICATE showing automobile liability coverage. See insurance information sheet.
8. Non-refundable license application fee of \$125, fingerprint processing fee of \$39 for each principal listed on the application.
9. City or county business license.
10. Fictitious Firm Name filing.
11. Copy of Certificate of Incorporation and Corporate filing, and an annual list of officers from the Nevada Secretary of State's office, if applicable. If the business has been incorporated in another state,

foreign corporation filing must be submitted with Nevada Secretary of State's office.

12. Established place of business within this state, with a permanent enclosed building large enough to accommodate an office; sufficient space to display one or more vehicles.
13. A permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. The sign must be clearly legible from the center of the nearest street or roadway. The sign must not contain any of the following terms as part of the name: "discount," "wholesale" or similar expressions.
14. Two color photographs that clearly show the exterior of the business to include the display sign.
15. New vehicle dealers must also provide franchise letters from manufacturers or distributors authorizing sale of designated vehicles. The letter must contain the dealer's "Doing Business As" name and physical address.

NOTE: Out-of-state manufacturers are not required to maintain a surety bond or a place of business in this state.

VEHICLE BROKER (NRS 482.333)

LICENSING REQUIREMENTS

1. Application for Business License. Application must be completed in full and signed by a principal of the business.
2. Personal History Questionnaire completed by each principal or corporate officer of the business.
3. Two full sets of fingerprints for each principal and/or corporate officer, on cards supplied by the Department. Applicants must be fingerprinted by an authorized Business and Occupational Licensing representative or a law enforcement agency. (Some agencies may charge to fingerprint - check with your local agency.)
4. Authorization for Release of Information Form signed by each individual being fingerprinted. Release must be notarized or signature witnessed by an authorized DMV representative.
5. Child Support Information Form completed and signed by each principal. Corporate officers are not required to submit a completed child support form.
6. A surety bond or a deposit in lieu of bond in the amount of \$50,000. NRS 482.3333
7. A non-refundable license fee of \$125, fingerprint processing fees of \$39 for each principal listed on the application.
8. City or county business license.
9. Fictitious Firm Name filing.
10. Copy of Certificate of Incorporation and Corporate filing, and an annual list of officers from the Nevada Secretary of State's office, if applicable. If business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's office.
11. Established place of business within this state, with a permanent enclosed building large enough to accommodate an office.

12. A permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. The sign must be clearly legible from the center of the nearest street or roadway. The sign must not contain any of the following terms as part of the name: "discount," "wholesale" or similar expressions.
13. Two color photographs that clearly show the exterior of the business to include the display sign.
14. Each Broker must open and maintain a separate trust account in a federally insured bank or savings and loan association in this state into which he must deposit any money received from a prospective buyer as a deposit on a vehicle.

NOTE: A broker does not engage in the activities of buying and selling vehicles.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR BUSINESS LICENSE FORM (Front)

1. License Number - if you are submitting an application for initial licensing, leave this blank. If you are making changes to an existing license, list the DMV issued license number of the business.
2. Individual/Corporate Name - if you are doing business as an individual or partnership, list all person's names, if you are doing business as a LLP, LLC or corporation, list name of the corporation.
3. Name - list name you are doing business as which will also be the name on your city/county business license, fictitious firm name filing and the display sign.
4. Mailing Address - list address you receive mail for the business; all correspondence and licenses issued by the Department will be mailed to this address.
5. Physical Address - list physical address of the business that will also be on the city/county business license.
6. Business and Fax Number -list telephone and fax numbers of the business, if you have a fax machine.
7. Electronic Mail Address - if your business has an e-mail address, list the address here.
8. FEIN - may be listed, this number is given to businesses by the Social Security Administration.
9. If you are applying for a dealer's license, use the first box and check each type of business activity you will be conducting. The DMV business license will be limited to the types of activities checked.
10. If you are applying for any type of license listed in the second box, check the appropriate box (each license listed in this box is a separate license). Additional applications are necessary if applying for more than one type of license.

11. Reason for Submittal - is to be used for existing licensees to report a change to the business. One or more boxes may be checked in this section, additional documentation may be required, see change section of this workbook for more information.
12. New Vehicle Franchised Dealers - dealers selling new vehicles must list all vehicles franchises you are authorized for. Attach copies of franchise letter(s.) The letter(s) must contain the dealer's DBA and physical address.
13. Type of Business - check appropriate box reflecting type of business, Individual, Partnership, LLP, LLC or corporation. If you are a LLP, LLC or corporation, list the state you are incorporated in. A copy of your corporate filing must be attached to this application. If business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's Office.
14. Ownership - list names and titles of each principal of the business.
15. Resident Agent - if your business wishes to list a resident agent, list that person.

APPLICATION FOR BUSINESS LICENSE AND GARAGE REGISTRATION

Individual/Corporate Name (If new applicant, please leave blank)

DBA Name _____

Mailing Address 4

Physical Address	5	Street	City	State	Zip
		Street	City	State	Zip

Business Phone Number **6** Business Fax Number () **6**

Electronic Mail Address _____ FEIN _____ (If Applicable)

Dealer (check business activity)	Business type (one per application)	Emission Control (check business activity)	Reason for submittal
<div>9</div> <input type="checkbox"/> A. New Motor Vehicle <input type="checkbox"/> B. Used Motor Vehicle <input type="checkbox"/> C. New Trailers <input type="checkbox"/> D. Used Trailers <input type="checkbox"/> E. New Motorcycles <input type="checkbox"/> F. Used Motorcycles <input type="checkbox"/> G. Long-Term Lessor <input type="checkbox"/> H. Short-Term Lessor	<div>10</div> <input type="checkbox"/> I. Rebuilder <input type="checkbox"/> J. Manufacturer <input type="checkbox"/> K. Distributor <input type="checkbox"/> L. Wrecker <input type="checkbox"/> N. Salvage Pool <input type="checkbox"/> O. Transporter <input type="checkbox"/> P. Body Shop <input type="checkbox"/> Q. Broker <input type="checkbox"/> S. Drive School <input type="checkbox"/> Internet <input type="checkbox"/> Class <input type="checkbox"/> Minors <input type="checkbox"/> BTW <input type="checkbox"/> T. Traffic Safety School <input type="checkbox"/> Internet <input type="checkbox"/> U. DUI School <input type="checkbox"/> Internet <input type="checkbox"/> Correspondence	<input type="checkbox"/> M. Emission *** <input type="checkbox"/> Test Only <input type="checkbox"/> Test & Repair <input type="checkbox"/> Fleet, Test Only <input type="checkbox"/> Fleet, Test & Repair <input type="checkbox"/> R. Vehicle Repair Garage No. of Mechanics _____ Type of Repairs _____	<div>11</div> <input type="checkbox"/> Original Application <input type="checkbox"/> Additional Location <input type="checkbox"/> Adding activity to license or registration <input type="checkbox"/> Duplicate License <input type="checkbox"/> Deleting activity on license or registration <input type="checkbox"/> Changing Address <input type="checkbox"/> Changing Business Name <input type="checkbox"/> Old Name _____ <input type="checkbox"/> Change of Principal(s) <input type="checkbox"/> Corporation Change

Dealers selling new vehicles must list vehicle makes franchised to sell.

☐ Individual ☐ Partnership ☐ LLP ☐ LLC ☐ Corporation Incorporated in State of 13

OWNERSHIP: List name and title of each individual, each partner, whether general or limited, or each principal officer, director or stockholder participating in the direction, control or management of the policy of the business. Use separate page if necessary. Ownership change requires notification to the Department.

NAME (LAST, FIRST, MIDDLE)	TITLE
14	

Resident Agent:

INSTRUCTIONS FOR COMPLETING APPLICATION FOR BUSINESS LICENSE (Back)

1. Bank Information - list name and address of bank(s) and business account number(s.) If the bank account is not in the business name, list the name the account is under.
2. For Garage Registration Only: Additional Location(s) - if you are applying for a garage registration, please complete this section.
3. Agreement to Binding Arbitration or Bond - must be completed if you are applying for a garage registration. A garage is required to either agree or disagree to binding arbitration. If disagree is selected, then a \$5,000 bond must be submitted at the time the application is submitted.
4. Signature – the application must be signed by a principal listed for the business. The title of the principal must be listed, and the name of the individual verifying the principal's identification must also be listed.
5. The Principal's Signature -- must be notarized or witnessed by an authorized Nevada DMV representative.

For Business Applicants Only:

1 NAME AND ADDRESS OF BANK AND BUSINESS ACCOUNT NUMBER

Name of Bank Address of Bank Account Number

Name of Bank Address of Bank Account Number

If bank account is not carried under same name as shown on this application, under what name is it carried?

Name of person(s) authorized to draw funds or issue checks from accounts.

For Garage Registration Only: Additional Location(s) 2

Name of Business	Address	Phone Number and Manager's Name	# of Technicians

Agreement to Binding Arbitration or Bond: 3

- ☐ I hereby agree to submit to binding arbitration any claims against _____ arising out of a contract for repairs made by _____ to a motor vehicle.
- ☐ I do not agree to submit claims against _____ to binding arbitration. Attached is my bond for \$5000 to be held in lieu of a binding arbitration for any claims against _____.

I hereby authorize the Department of Motor Vehicles and to make any background investigation necessary as it pertains to the issuance of my license. I understand that the providing of false information or the omission of the requested information in this application is grounds to deny, suspend, or revoke my business license and constitutes a gross misdemeanor under Chapter 482, 483, 487, and 445 B of the Nevada Revised Statutes.

NOTE: TO BE SIGNED BY SOLE OWNER, PARTNER, OR OFFICER OF THE CORPORATION ONLY.

Signed **4** _____

Title _____

Date _____

ID Verified By _____

Subscribed and sworn before me this **5** day of _____

5

Notary Public or Authorized Nevada DMV Representative

BOND REQUIREMENTS FOR BUSINESS LICENSE

Upon application for vehicle dealer, rebuilder, manufacturer, distributor, lessor, or broker license, the applicant must furnish a surety bond in the amount of \$50,000. NRS 482.345.1

Applicants who manufacturer, distribute or sell **ONLY** motorcycles, tent, horse, boat or utility trailers are required to furnish and keep in force, a surety bond in the amount of \$5,000. NRS 482.345.2

The bond covers the dealer's principal place of business and all branches operated by him if:

- All are within the same county; and
- All are operated under the same name.

Manufacturer, distributor, dealer and brokers are licensed separately. Additional types of activities require submission of additional bonds and fees.

SURETY BOND

Surety bonds for business license require submission of original bond, executed on a form supplied by the department and having corporate surety thereon, duly licensed to do business within the State of Nevada. Cancellation or lapse in surety coverage will result in revocation of the business license.

The bond must be completed in its entirety, signed by a principal of the business and countersigned by an agent of the surety company affording coverage. The corporate seal of the surety must be imprinted or affixed to the bond.

The bond must show the individual name, names of all partners, or if a LLP, LLC or corporation, the LLP, LLC or corporate name, and the name under which the licensee will be conducting business.

Example:

- Individual name and DBA name
- Names of all partners and DBA name
- LLP name and DBA name
- LLC name and DBA name
- Corporate name and DBA name, or
- Corporate name only (if both corporate name and DBA are identical).

The name on the surety bond must read the same as the name on the application for license and all corresponding documents.

If any of the information contained on the surety bond is inaccurate or has been changed, the applicant or licensee must submit a corrected bond or a rider from the surety company affording coverage, correcting the information. **Do not write on, erase, white out, or in any way alter the information on the bond.** Any bond, which has been materially altered as to information contained thereon, will be considered invalid by the department and rejected.

DEPOSIT IN LIEU OF BOND

In lieu of a surety bond the applicant may deposit with the department a like amount of money in United States currency, federal or Nevada state bonds with an actual market value of not less than the amount required by the department, or a time certificate of deposit from a bank or savings and loan association situated in Nevada.

If an applicant or licensee wishes to use a time certificate in lieu of surety bond the certificate must state the "business name" the word "or" and "Department of Motor Vehicles."

- **Example:** *Rhonda's Roadsters or Department of Motor Vehicles*

A letter must accompany the certificate from the originating bank stating that the funds are unavailable for release without written authorization from the department.

RELEASE OF DEPOSIT IN LIEU OF BOND

Pursuant to Nevada Revised Statutes 482.346.4(a), a deposit in lieu of a surety bond must be held by the Department for a period of three years from the date the licensee ceases to be licensed by the Department or from the date the deposit has been replaced with another type of bond.

At the expiration of three years, the business principal(s) originally depositing the funds may apply for release of the deposit. Upon verification by the Department that no outstanding claims exist, the deposit will be released.



Occupational and Business Licensing
555 Wright Way
Carson City, NV 89711
(775) 684-4690
www.dmvnv.com

DEPOSIT RELEASE APPLICATION

Pursuant to Nevada Revised Statutes

Business License No. _____

Business Name _____

Mailing Address _____
Street City State Zip

Bank _____

Address _____
Street City State Zip

Certificate No. _____ Amount \$ _____

Reason for Release _____

Signed _____ Date _____

FOR DEPARTMENT USE ONLY

Approved by _____ Date _____

Release Date _____ Signature _____

DS 281 (12/2001)

INSURANCE REQUIREMENTS FOR BUSINESS LICENSING

Dealers, rebuilders, manufacturers, distributors, and lessors must furnish and keep in force automobile liability insurance as a requirement of licensing. (NRS 482.325) An acceptable certificate of insurance must include the following coverage.

1. Any Auto, Garage Liability with a combined aggregate liability total of \$100,000 or Bodily Injury \$15,000 per person, Bodily Injury per accident \$30,000, Property Damage \$10,000, **or**
2. All Owned Autos, Non-Owned Autos and Garage Liability with a combined aggregate liability total of \$100,000 or Bodily Injury \$15,000 per person, Bodily Injury per accident \$30,000, Property Damage \$10,000.

Out-of-State Manufacturers and Out-of-State Distributors are exempt from carrying Garage Liability, but the aggregate liability is the same.

If licensed as a short-term lessor, a certificate of insurance with scheduled autos or hired autos policy acknowledging the operation of a short-term lessor is acceptable. The coverage must be combined aggregate liability total of \$100,000 or Bodily Injury \$15,000 per person, Bodily Injury per accident \$30,000, Property Damage \$10,000.

Evidence of self-insurance with the State of Nevada is acceptable for the operation of a short-term lessor. Self insurance covers vehicles registered in the name of the business, it does not cover vehicles held for sale, or with dealer or loan plates.

If a vehicle dealer wishes to add short-term leasing, or a short-term lessor wishes to add vehicle sales to an existing business, a new certificate of insurance stating coverage for the additional activity must be submitted to the department as part of the license application.

Insurance is not required for a dealer, manufacturer or distributor who deals **solely** in trailers. If the licensee sells new or used motorcycles or new or used vehicles, then the above insurance requirements are required.



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CERTIFICATE OF INSURANCE

Producer: _____ Company/Companies Affording coverage

A.

B.

C.
Telephone: _____ Business License Number(s): _____
Name of Insured: _____
Physical Address: _____ Additional Location(s): _____

Automobile Liability

This is to certify that the Automobile Liability listed has been issued to the insured business named above for the full extent of the policy period. Should this policy cancel or type of coverage change before the expiration date, the issuing company shall provide 30 days written notice to the Department of Motor Vehicles.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below. CSL means Combined Single Limit, this term is acceptable on a certificate of insurance as long as the amount is equal to or greater than aggregated total.

Motor Vehicle Dealers, Manufacturers, Rebuilders, Distributors and Transporters				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
<input type="checkbox"/> Any Auto and Garage Liability				Bodily Injury (per person): _____
<input type="checkbox"/> All Owned, Non Owned and Garage Liability				Bodily Injury (per accident): _____
<input type="checkbox"/> Motorcycles and Garage Liability				Property Damage: _____
<input type="checkbox"/> Continuous Until Canceled				Aggregated Total: _____

Manufacturers and Distributors; Out of State				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
<input type="checkbox"/> Any Auto				Bodily Injury (per person): _____
<input type="checkbox"/> All Owned and Non Owned				Bodily Injury (per accident): _____
<input type="checkbox"/> Motorcycles				Property Damage: _____
<input type="checkbox"/> Continuous Until Canceled				Aggregated Total: _____

Long Term Lessors				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
<input type="checkbox"/> Any Auto				Bodily Injury (per person): _____
<input type="checkbox"/> All Owned and Non Owned				Bodily Injury (per accident): _____
<input type="checkbox"/> Motorcycles				Property Damage: _____
<input type="checkbox"/> Continuous Until Canceled				Aggregated Total: _____

Short Term Lessors				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
<input type="checkbox"/> Hired Autos				Bodily Injury (per person): _____
<input type="checkbox"/> Scheduled Autos				Bodily Injury (per accident): _____
				Property Damage: _____
<input type="checkbox"/> Continuous Until Canceled				Aggregated Total: _____

Automobile Wreckers, Body Shops and Salvage Pools				
Minimum requirement is: combined aggregate liability total of \$100,000 or bodily injury \$15,000 per person, bodily injury per accident \$30,000, property damage \$10,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
<input type="checkbox"/> Non Owned and Garage Liability				Bodily Injury (per person): _____
				Bodily Injury (per accident): _____
				Property Damage: _____
<input type="checkbox"/> Continuous Until Canceled				Aggregated Total: _____

Drive Schools				
Minimum requirement is: scheduled autos with a combined aggregate liability bodily injury or death \$100,000 per person, bodily injury or death per accident \$300,000, property damage \$50,000.				
Type of Coverage	Policy Number(s)	Effective Date	Expiration Date	Limits of Liability
<input type="checkbox"/> Scheduled Autos				Bodily Injury (per person): _____
				Bodily Injury (per accident): _____
				Property Damage: _____
<input type="checkbox"/> Continuous Until Canceled				Aggregated Total: _____

Insured Vehicles:			
YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER

This document must be the original. Upon affixing your signature you are certifying that you have assigned the proper type of coverage for the operations and plates of the business named on this policy.

Authorized Representative/Agent

Upon completion, please return the original certificate to the department. A photocopy is not acceptable as proof of financial responsibility.

<p>State of Nevada Department of Motor Vehicles Occupational and Business Licensing Section</p> <p>License #: D0000207</p> <p>SAMPLE BUSINESS 555 WRIGHT WAY CARSON CITY NV 89711</p> <p>TYPE OF LICENSE : DEALER Used Motor Vehicle Used Trailer</p>	<p>THIS DOCUMENT AUTHORIZES YOU TO ENGAGE IN BUSINESS AS A LICENSEE OF THE DEPARTMENT OF MOTOR VEHICLES UNTIL 12-31-2002.</p>
--	--

TEMPORARY LOCATION LICENSE (NAC 482.050)

A licensed dealer may not exhibit, display for sale or sell vehicles at a temporary location without first obtaining a temporary license for sale or exhibit of a vehicle.

“Exhibit a vehicle” means to display three or more vehicles owned or controlled by a licensed dealer at a temporary location and at which:

1. The licensed dealer’s name is displayed;
2. No solicitation or sale takes place;
3. No salesman or representative is present; and
4. No telephone or any other device for communication with a salesman or representative of the dealer is provided.

A Temporary Location License to exhibit vehicles for sale is valid for a period not to exceed 21 days. The license fee to exhibit vehicles at a temporary location is \$25.00.

“Display a vehicle for sale” means to display one or more vehicles owned or controlled by a licensed dealer at a temporary location and at which:

1. A salesman or representative of the licensed dealer is present; or
2. A telephone or any other device for communication with a salesman or representative of the dealer is provided.

A Temporary Location License to display vehicles for sale is valid for a period not to exceed 7 days. The license fee to display vehicles for sale at a temporary location is \$75.00.

A maximum of 6 temporary location licenses to display for sale may be obtained within a calendar year.

An application for temporary license to exhibit vehicles or to display vehicles for sale must be submitted on a form supplied by the department, at least fourteen days prior to the date of the sale or exhibit.

Requests for Temporary Location Licenses in a county other than the county of the permanent place of business, requires a rider to the surety bond or a new bond to cover the county in which the event is to take place.

The Temporary Display for Sale License must be posted at the location of the sale. The dealer must also display a sign that is at least two square feet in size stating the name of the dealership.

All applications for Temporary Location License must have the original signature of an authorized representative of the business.

The bottom portion of the application regarding business license and zoning approval must be completed by an authorized city or county official prior to submission. If the form is not signed appropriately, the application will be rejected. If the sale is held on state property, the bottom portion of the application is not required to be completed.

This a list of some of the frequently used State properties:

Lawlor Events Center	Washoe County Fairgrounds
Thomas and Mack	Reno Sparks Convention Center
Cashman Field	Sam Boyd's Event Center
Elko Convention Center	Las Vegas Convention Center

If you have any questions regarding whether or not a particular location is State property, please refer to the licensing department in that city or county.

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Occupational and Business Licensing
555 Wright Way
Carson City, NV 89711
(775) 684-4690
www.dmvnv.com

APPLICATION FOR TEMPORARY LOCATION LICENSE

Must be submitted at least fourteen (14) days prior to commencement of the event

Fees: ☐ \$25.00 Exhibit of Vehicle(s) ☐ \$75.00 Display of Vehicle(s) for Sale
Number of Vehicles: _____ ☐ new vehicles (see reverse of application for requirements)
☐ used vehicles

Business Name: _____ License Number: _____

Mailing Address: _____

Location of Exhibit or Sale: _____

Physical Address: _____

City, State and Zip: _____

Beginning Date of Exhibit or Sale: _____ Ending Date: SEPTEMBER 10 - 11, 2002

Name of Requester and Title
(Must be an Authorized Representative of the Business)

Signature

To be completed by Authorized DMV Representative

☐ Approved by: _____ Initials
☐ Denied by: _____ Initials (State reason) _____

.....
The portion below line must be completed by City/County Licensing Authority and Zoning Ordinance Authority.
(Must be completed and signed prior to submission to the Department of Motor Vehicles.)
.....

The above named applicant is in compliance with all city/county business licensing requirements and zoning regulatory ordinances as they pertain to display or sale of vehicles at the location and date of the event as listed.

License: ☐ Has Been Issued ☐ Will Be Issued ☐ Is Not Required

Authorized City/County Official _____ Title _____ Phone Number _____

Zoning approval :

Location Approved for: ☐ Exhibit Only ☐ Sales

Authorized City/County Official _____ Title _____ Phone Number _____

DS 261 (8-2002)

Temporary Location License Requirement Sheet

NAC 482.055 "Display a vehicle for sale" defined. "Display a vehicle for sale" means to display one or more vehicles owned or controlled by a licensed dealer at a temporary location and at which:

1. A salesman or representative of the licensed dealer is present; or
2. A telephone or any other device for communication with a salesman or representative of the licensed dealer is provided.

NAC 482.060 "Exhibit vehicles" defined. "Exhibit vehicles" means to display three or more vehicles owned or controlled by a licensed dealer at a single temporary location and at which:

1. The licensed dealer's name is displayed on or about each vehicle;
2. Any solicitation or sale is prohibited;
3. A salesman or representative of the licensed dealer is not present; and
4. A telephone or any other device for communication with a salesman or representative of the licensed dealer is not provided.

Display for Sale or Exhibit Vehicles

Applications must be submitted to the Department at least fourteen (14) days before the event begins.

Applications must be completed in full and signed by a business principal or authorized representative.

The lower portion of the application must be completed and signed by authorized City/County Licensing and Zoning officials. (Not applicable if the event is to take place on public property, i.e., Event Centers).

Display of Vehicles For Sale

A licensee may be issued a maximum of six (6) Temporary Display For Sale Licenses within a calendar year.

If sale is taking place in a county other than the county licensed in, the licensee must submit the following with the application for Temporary Location:

1. Franchise Letter authorizing the Dealer to display vehicle for sale in the additional county.
2. A New bond or rider to the existing bond to cover the additional county.

State of Nevada Department of Motor Vehicles Occupational and Business Licensing Section Temporary Business License		License #: D0000207
SAMPLE BUSINESS 555 WRIGHT WAY CARSON CITY	NV 89711	
TYPE OF LICENSE: DEALER		
Used Motor Vehicle Used Trailer		
DISPLAY FOR SALE:	SAMPLE DISPLAY LOCATION 555 WRIGHT WAY CARSON CITY	NV 89711
THIS DOCUMENT AUTHORIZES YOU TO ENGAGE IN BUSINESS AS A LICENSEE OF THE DEPARTMENT OF MOTOR VEHICLES FROM 10-01-2002 TO 10-08-2002 AT THE LOCATION AS DESCRIBED ABOVE.		

LICENSING OF AN ADDITIONAL LOCATION

An additional location of a dealership is considered a separate and new business and must meet all requirements of a new business, with the following exceptions:

- If the principals on the application for an additional location have submitted fingerprint cards, it is not necessary to submit additional fingerprint cards with the application for the second location.
- The bond covering the dealer's principal place of business will cover the additional location if located in the same county and operated under the same name. A rider from the bonding company, acknowledging coverage for the additional location is acceptable. For any business located in a different county and/or operated under a different name, a separate bond is required.
- If the additional location has the same name as the first location, it is not necessary to submit an additional insurance certificate; an amendment to the policy acknowledging coverage for the second location is acceptable.

Application for business license at an additional location is processed in the same manner as an original application. Processing time is one to two weeks. Upon approval, a business license number will be issued. Supplies such as license plates and Dealer's Report of Sale books are issued by business license number and cannot be transferred between locations.

The business license and salesman license are displayed at the licensee's physical location as listed on the license. Books and records must be made available for inspection by the department during normal business hours.

CHANGE OF BUSINESS PRINCIPAL INFORMATION

Documentation for change of business information may be submitted at any Business and Occupational Licensing office.

ADDING A BUSINESS PRINCIPAL

To add a principal to an existing business, an updated business license application must be submitted, signed by a current principal of the business, checking the change of business principal box and listing all principal's names in the ownership section.

A Personal History Questionnaire completed with two sets of fingerprint cards, fingerprint processing fee, completed Child Support Form and completed Authorization for Release of Information must be submitted for the new business principal with the license application.

Updated Personal History Questionnaire and Child Support Form must be completed by existing principal(s).

If the business is individual or partnership, a rider to the bond must be submitted adding the new principal's name.

If the business is LLP, LLC or corporation, new corporate documents reflecting the change of business principals or corporate officers are required.

The Department will conduct a background investigation on the applicant being added to the business and upon determination of eligibility for licensing, the records of the Department will be updated to reflect the new information.

REMOVING A BUSINESS PRINCIPAL

To remove a principal from the business license, an updated business license application reflecting the change of business principal information must be submitted to the Department along with a letter from the principal being removed stating that he is resigning from the business or relinquishing interest in the business and wishes to be removed.

An Updated Personal History Questionnaire and Child Support Form must be completed by existing principal(s).

If the business is a LLC or corporation, new corporate documents and corporate filing reflecting the change of officers must be submitted.

If the business is a partnership, a rider to the bond must be submitted reflecting the removal of the principal.

In the event of the death of a principal, documentation of the death and a request to remove the person from the license is acceptable.

If a business is individually owned and the principal dies, the Department must be notified. Business operations must cease and the Department will change the business record to "Out-of-Business" status. A surviving spouse or surviving child may not continue to operate a business if not listed on the license.

CHANGE OF BUSINESS ADDRESS

When a licensee changes the location of any of his established places of business, he must notify the department within 10 days.

Documentation for change of address may be submitted at any Business and Occupational Licensing office.

CHANGE OF PHYSICAL ADDRESS

When a licensee changes the physical address of his business, an updated business application form must be submitted to the department documenting the new address information.

An Updated Personal History Questionnaire and Child Support Form must be completed by existing principal(s.)

New city or county business licenses, rider to the bond, certificate of insurance and photo of the new location reflecting the new address must accompany the updated application form.

If the new location of the business is in any county other than that of the previous location, a new bond or rider to the current bond reflecting the change of county of residence must also be submitted.

Upon approval, the department will issue a revised business license, salesmen licenses and registration certificates for any business plates registered in the name of the business. All licenses will be issued for the remaining portion of the calendar year.

CHANGE OF MAILING ADDRESS

When a licensee changes only the mailing address of his business an updated business application reflecting the change of mailing address or a letter documenting the new mailing address with this information must be submitted to the department. No other documentation is needed to change mailing address only.

RENEWAL OF BUSINESS LICENSE

All business licenses for vehicle dealers, rebuilders, manufacturers, distributors, brokers, salesmen licenses and registration for business plates expire December 31st of each year. Licenses and registrations issued throughout the year expire on December 31st and pay the same fee; there is no prorating of fees. Licenses issued on or after November 1st, are valid for the following year.

Renewal applications are mailed to all licensees the first week of November of each year. All renewals are processed by the Occupational and Business Licensing Section of the Compliance Enforcement Division. Licensees are urged to submit the renewal form and fees early to allow processing time.

A business principal listed on the renewal form must sign the renewal application. The renewal application will be returned if it is not signed by a business principal. A completed Child Support form must accompany the renewal application for each principal. If the form is missing, the renewal application and fees will be returned to the business.

If the renewal application is not received by the department prior to the conclusion of the business day on December 31st, all activity must cease until the license is renewed. Failure to cease business operations until the licensee is renewed may result in administrative fines and/or revocation of the license. Renewal applications submitted more than 30 days after the expiration of the license will not be accepted. Failure to renew prior to expiration or within 30 days of expiration will cause the license to be placed in an out of business status and a new application is required.

If the principal wishes, he may designate an office manager or resident agent, who will have authorization to sign the Renewal and any other paperwork on behalf of his business. This authorization must be submitted to an Occupational and Business Licensing office in writing on Department Form DS-276, *Letter of Authorization*, and signed by a business principal. This person must submit completed Personal History Questionnaire, two fingerprint cards, Child Support Form and \$39 fingerprint processing fee.

Any change made to the business requires the submission of documentation with the renewal. See "Change of Business Information"

section or contact your local Occupational and Business Licensing office for instructions and/or forms.

Salesmen licenses may be renewed at the time of renewal of the business license. If a licensee does not wish to renew a salesmen license, mark NO next to the salesman on the renewal form. A completed Child Support Form must accompany the renewal application for each salesman being renewed. If the form is missing, the renewal application and fees will be returned to the business.

Business license plates are renewed at the time of renewal of the business license on the renewal form. If a licensee does not wish to renew a plate, mark NO next to the plate on the renewal form and return the plate to the department for destruction.

State if a business license plate is lost or stolen on the renewal form.

The number of dealer plates is limited to the total number of principals or officers listed on the vehicle dealer or rebuilder's license and salesmen licensed to the business, multiplied by 1.5.

Vehicle dealers and rebuilders are limited to a total of 40 loan plates for each business license.

Manufacturers and distributors are limited to a number that does not exceed the number of principals or officers listed on the license.

- Enforcement action will be taken against anyone in possession of a Nevada business license plate or registration certificate that has been reported as lost or stolen. If a license plate which you have reported lost or stolen is found or turned into your business, the plate and registration must be returned to the department to be destroyed. The plates cannot be reactivated for continued use.

BUSINESS LICENSE PLATES

The Department is authorized to issue special license plates to business licensees. The fee for a business license plate is \$12.00 plus a \$.50 prison industry fee. The business license plate may be renewed for a fee of \$12.00.

Business license plates expire on December 31st of the year of issuance. Fees are not prorated.

A registration certificate is issued for each plate and contains the name, address and license number of the business. The registration certificate is issued to the license plate and not for a specific vehicle. This allows for a plate to be moved from one vehicle to another under the control of the business.

LICENSE PLATE DISPLAY

License plates must be attached to the vehicle by a secure means. License plates may not be displayed loosely in the window or by any other unsecured method.

BUSINESS LICENSE PLATES USAGE

A vehicle displaying manufacturer, distributor or dealer plates may be operated for personal use by a corporate officer, head of a department, or salesman of the business who is licensed by the department.

Additionally, a business license plate may be used by a business representative to carry out normal business activities. This would include maintenance, "test drives", delivery of a vehicle, driving the vehicle to a temporary off-site sale, etc.

A dealer or rebuilder may purchase dealer plates in a number that does not exceed one and a half times the total number of salesmen, business principals, officers or heads of departments currently licensed to the business. NAC 482.046

For example, if the dealer has 2 principals and 2 salesmen licensed, the dealer is entitled to a maximum of 6 dealer plates. In the event that the total number of maximum plates allowed ends in ½, i.e., the business has 1 principal and 2 salesmen, they would be eligible for 4 ½ plates; the number is

rounded up to the next “whole” number, making them eligible for a maximum of 5 plates.

Pursuant to NRS 482.320.2, dealer plates may not be used on:

- Work or service vehicles owned or controlled by the dealer/rebuilder.
- Vehicles leased by dealers, except vehicles rented or leased to vehicle salesmen in the course of their employment.
- Vehicles that are privately owned by the owners, officers or employees of the dealer/rebuilder.
- Vehicles that are being used for personal reasons by a person who is not licensed by the department or identified as an officer, department head or salesman for the dealer/rebuilder.
- Vehicles that have been given or assigned to persons who work for the dealer/rebuilder.

NEVADA LOAN PLATES

Loan plates may be obtained by a Nevada licensed dealer or rebuilder and may be used on vehicles that constitute inventory held for sale and are loaned to a customer in the course of business. The vehicle may be used by the customer for any purpose. NAC 482.043

A dealer or rebuilder may obtain a maximum of 40 loan plates to be used pursuant to the provisions of NRS 482.330 and NAC 482.042 to 482.043, inclusive.

The dealer or rebuilder may use a loan plate on a vehicle loaned to:

- A customer, in the course of business.
- An officer or employee of the state of Nevada in the furtherance of the business of this state.
- An officer or employee of the University or Community College System of Nevada for any purposed authorized by the system.
- An officer or employee of a school district, for the furtherance of the school district business.
- An officer or employee of a county, city or town for the furtherance of county, city or town business.
- An officer, employee or agent of a non-profit organization, for the furtherance of the business of the organization.

Pursuant to NAC 482.048, a dealer may *not* authorize use of a loan plate on:

- Vehicles driven by a member of the family of the principal owner, officer, head of a department or salesman of the business, if the family member is not licensed as a manufacturer, distributor, dealer, rebuilder or salesman.
- A vehicle that does not constitute inventory held for sale by the manufacturer, distributor, dealer or rebuilder.
- A vehicle which is owned and has been leased or rented to any person.
- A vehicle operated in the furtherance of the business, i.e., work or service vehicles owned by the manufacturer, distributor, dealer or rebuilder.
- Vehicles that have been sold.

A customer may not use a loan plate for more than 10 days in a calendar year. A dealer or rebuilder may not accept any fee, compensation or other form of direct profit from the loan of a vehicle displaying a loan plate. NAC 482.0435

The dealer or rebuilder must maintain a written record of each vehicle that is loaned to a customer in the course of business and on which a loan plate is displayed. The written record must be maintained at the established place of business and must be available for inspection by the Department. NAC 482.042

BUSINESS LICENSE PLATES ISSUED BY OTHER STATES

It is the policy of the Department to honor the use of business license plates issued by states other than Nevada if the use of such plates is in compliance with the statutes of the issuing state.

DEALER SPECIALS

Pursuant to NRS 482.321, a licensed Nevada dealer may register vehicles as a “Dealer Special” and be exempt from payment of Governmental Services Tax on the registration of the vehicle.

- A dealer may have a maximum of 12 vehicles registered as Dealer Specials.
- A vehicle registered as a Dealer Special will be issued a standard license plate and registration certificate containing the vehicle description and including the vehicle identification number.
- The transferee or purchaser of the vehicle is responsible for the payment of fees for registration and Governmental Services Tax before he is entitled to transfer the registration and title to the vehicle into his name.
- Work or service vehicles may *not* be registered as Dealer Specials.

FREQUENTLY ASKED QUESTIONS – DEALER AND LOANER PLATES AND DEALER SPECIALS

- Q.** Can a salesman for my dealership use a dealer plate on his own personal vehicle?
- A.** *No, a dealer plate may only be used on a vehicle held in the licensed dealership's inventory of vehicles for sale.*
- Q.** Can I let my son use a dealer plate on a vehicle from my inventory to go to school?
- A.** *No. A dealer plate may only be used by a family member if the family member is licensed as a business principal, department head, corporate officer or salesperson for the business.*
- Q.** Can I let a customer use a dealer plate on a vehicle he is leasing from me?
- A.** *No, a dealer plate may only be used on a vehicle held in the dealership's inventory of vehicles for sale, it may not be used on a vehicle that has been leased or sold.*
- Q.** Can a Loan plate be used on a vehicle purchased by a customer?
- A.** *No, a Loan plate may only be used on a vehicle that is held in the dealership's inventory of vehicles for sale.*
- Q.** Are there any restrictions on the use of a vehicle loaned to my customer with a Loan plate?
- A.** *Except for the 10-day limitation, the Department does not impose restrictions on the use of the Loan plate.*
- Q.** May I charge my customer a fee for the use of a vehicle with a Loan plate?
- A.** *No, a dealership may not accept a fee, compensation or other direct form of profit from the loan of a vehicle displaying a Loan plate.*
- Q.** What is the difference between using a Dealer plate and a Dealer Special?
- A.** *A Dealer plate may be used on any vehicle in the dealership's inventory and may be removed from one vehicle and placed on another at any time. The registration certificate is not specific to any one vehicle. A vehicle registered as a Dealer Special is issued a standard set of plates and registration certificate. The vehicle description and VIN are listed on the registration certificate. The plate may not be placed on another vehicle without completing a registration transfer with the Department.*

- Q.** I know I can only have a total of 12 vehicles registered as Dealer Specials, but I have sold one of the vehicles licensed as a Dealer Special. Can I get another Dealer Special?
- A.** *Yes, you may have a total of 12 Dealer Specials per year, so you may cancel the registration and obtain another.*

GOING OUT OF BUSINESS

When a business licensee goes out of business, the business principal or officer must notify the Department immediately. The licensee must complete an *Out of Business* Memorandum (Form DS-266). This form is documentation that the business voluntarily went out of business and includes the date the business closed.

Supplies issued to the licensee by the Department must be returned at the time the business ceases to operate. Supplies include unused portions of Dealer's Report of Sale books, 15-Day Drive Away Permits, Short-Term Lessor Permits, DRS placards and all business license plates and registrations issued to the business. The dealer or rebuilder is responsible for maintaining all copies of DRS and Short-Term Lessor Permits that were issued by the business for a period of three years from the date of issue.



Occupational and Business Licensing
555 Wright Way
Carson City, NV 89711
(775) 684-4690
www.dmvnv.com

OUT OF BUSINESS MEMORANDUM

To: _____

From: _____

Subject: Out of Business

This will confirm that _____

license number _____, is out of business for the following reason(s): _____

Forwarding Address

Forwarding Phone Number

Supplies Collected

Business License Plates:

Supplies:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Licensee's Signature

Date

DMV Representative's Signature

Date

DS-266 (Rev 5-2000)

REQUESTS FOR EXTENSION OF TIME FOR SUBMITTING A DEALER'S REPORT OF SALE (DRS)

If a dealer is unable to submit the Dealer's Report of Sale and title documents to the Department within the statutory time frame, he may request an extension of time.

Extension requests must be submitted within the statutory time frame required for submission of a DRS:

- Twenty Days from the date of sale on a new vehicle; or
- Thirty Days from the date of sale on a used vehicle.

A request for an extension must be submitted to an Occupational and Business Licensing office on an Extension Request Form (Form DS-275). The request must explain why the dealer is unable to submit the title documents within the statutory time frame. An authorized representative of the dealership must sign the form. A photocopy of the DRS must accompany the request.

An extension should be requested only when absolutely necessary and will be granted on an exception only basis. Dealers are required, by statute, to send title documentation to the department within the required time frame and may be subject to an audit, administrative fine or administrative action against their business license for failure to comply.

A photocopy of the application for extension of time for submitting a Dealer's Report of Sale indicating approval or denial will be mailed to the business. If the request is denied, the reason will be marked on the extension form.

The sample form in this book may be photocopied for your use.



Occupational and Business Licensing
555 Wright Way
Carson City, NV 89711
(775) 684-4690
www.dmvnv.com

APPLICATION FOR EXTENSION OF TIME FOR SUBMITTING DEALER'S REPORT OF SALE (DRS)

Date: _____

Dealership's Name: _____

Mailing Address: _____

Business License Number: _____

DRS Number: _____ Date of Sale: _____

Vehicle Year: _____ Make: _____ VN: _____

Reason extension is being requested (explain in detail):

Requested by: _____

Signed: _____

Signature of business principal or authorized representative

Title of Authorized Representative

Note: Extension requests must be submitted within the statutory time frame required for submission of the DRS:

Twenty days from date of sale on new vehicles

Thirty days from the date of sale on used vehicles

A Photocopy of the DRS must accompany this form

Do not write below this line, doing so will void extension request.

To be completed by Business and Occupational Licensing personnel only.

☐ The Business and Occupational Licensing Section has granted an extension of time in submitting this DRS until:

☐ The Business and Occupational Licensing Section has denied an extension of time in submitting this DRS for the following reason(s):

- ☐ Not submitted within the statutory time frame.
- ☐ A photocopy of the DRS was not attached.
- ☐ A detailed explanation for the delay in submitting extension request is required.
- ☐ The reason given for the extension is not sufficient to have an extension granted and has been submitted to Compliance Enforcement Division office.
- ☐ Request by or Signature line not completed.
- ☐ Other: _____

Signed by: _____ Date: _____

08275 (8/2001)

AUTHORIZING AN EMPLOYEE TO CONDUCT BUSINESS WITH THE DEPARTMENT

To protect your business and prevent unauthorized persons from fraudulently obtaining titles, license plates, controlled forms, licensing supplies or transacting business in your name, written authorization on a *Letter of Authorization* (Form DS-276) must be filed with the Department identifying any person, other than the licensed principals, acting on behalf of the business and the type of transactions authorized.

A licensed principal must sign the Letter of Authorization and authorized persons must be employees of the business.

A person wishing to conduct title transactions, obtain titles or request forms on behalf of a licensed dealer must possess sufficient identification to establish his or her identity and relationship to the licensed business. If identification cannot be confirmed, the person will not be allowed to complete transactions on behalf of the business.

Preferred forms of identification are a Nevada Driver's License or Nevada Identification Card. Another state's driver license or identification card, which contains a picture and signature of the applicant, is acceptable.

The business must be actively licensed with current bond and insurance in order to receive licensing supplies or transact business.



Occupational and Business Licensing
555 Wright Way
Carson City, NV 89711
(775) 684-4690
www.dmvnv.com

LETTER OF AUTHORIZATION

Business Name: _____ Business License Number: _____

Address: _____

City State Zip: _____

Telephone Number: _____

Please check appropriate authorization boxes:

- ☐ All Activities ☐ Pick Up Licenses ☐ Pick Up Plates/Decals
☐ Pick Up Supplies ☐ Sign Renewal Form ☐ Titles, Pick Up only
☐ Titles; Authorized to sign title work ☐ Other _____

Printed Name of Agent _____ Signature _____

Printed Name of Agent	Signature
-----------------------	-----------

Printed Name of Agent	Signature
-----------------------	-----------

Printed Name of Agent _____ Signature _____

The following Agent is no longer authorized to represent my business:

Printed Name of Agent _____ Signature _____

Printed Name of Agent	Signature
-----------------------	-----------

hereby authorize the changes as indicated above for my business with the Nevada Department of Motor Vehicles.

Printed Name of Principal

Signature _____ Date _____

To protect your business, notify the Department immediately of any changes to the above information.

08276 (N2001)

OCCUPATIONAL SALESMAN LICENSING

“Salesman” means: A person employed by a vehicle dealer, under any form of contract or arrangement to sell, exchange, buy or offer for sale, or exchange an interest in a vehicle to any person, who receives or expects to receive a commission, fee or any other consideration from the seller or purchaser of the vehicle; or a person who exercises managerial control within the business of a dealer or a long-term or short-term lessor, or who supervises salesmen employed by a dealer or a long-term or short-term lessor, whether compensated by salary or by commission, or who negotiates with or induces a customer to enter into a security agreement on behalf of a dealer or a long-term or short-term lessor.

REQUIREMENTS FOR LICENSING

1. Personal History Questionnaire.
2. Two full sets of fingerprints on cards supplied by the Department of Motor Vehicles, Occupational and Business Licensing Section.
3. Completed Child Support Form.
4. Authorization for Release of Information.
5. Certificate of Employment completed and signed by a licensed Nevada Dealer.
6. \$75 License Fee.

NOTE: The applicant must be fingerprinted by an authorized Occupational and Business Licensing representative or law enforcement agency.

FEES

Original License	\$75.00
Annual Renewal	\$40.00
Transfer	\$20.00

Occupational licensing fees are non-refundable. All occupational licenses expire on December 31st of each year. The fees for licenses issued throughout the year are the same, i.e., there is no prorating of fees. If the license has been expired for 12 months or more, the applicant must submit an updated application, fingerprint cards and pay the original license fee. Licenses issued on or after November 1st are valid through the following year.

A person may not engage in the activities of a vehicle salesperson without first applying for and being issued a salesperson's license by the department.

Photo identification is required at the time of submittal of an application. Applicants must be at least eighteen years of age.

Upon receipt of the completed application and fees, the department will issue a 60-day temporary license, which will allow the salesperson to engage in sales activities for his employer until the background investigation is completed and a permanent license is issued.

The temporary license, as well as the permanent license, must be displayed at the employer's business, in a place where it is visible by the general public.

If a person ceases to be employed, the employer must notify the Department within ten days of the date of termination and return the license to the Department.

A salesperson may not re-engage in the activities of a salesperson until he has submitted a Certificate of Employment from his new employer and paid a license transfer fee.

A salesman may only be licensed to work at one Nevada-licensed dealership.

If a licensed salesman changes his residential address, he must submit a written notice of the change to the Department within 10 days after the change occurs.

State of Nevada Department of Motor Vehicles Occupational and Business Licensing Section	
LICENSE NO: S028328 ISSUED TO: SALESMEN SAMPLE	TYPE: SALESMAN
DATE OF BIRTH: 01-01-1972 HEIGHT: 6' 00" WEIGHT: 150 LBS	SEX: MALE HAIR: BROWN
EMPLOYER: SAMPLE BUSINESS 555 WRIGHT WAY CARSON CITY, NV, 89711	EYES: BROWN LICENSE NO: D0000207
DATE ISSUED: 01-01-0001	EXPIRES: 12-31-2002
PLEASE POST THIS LICENSE IN YOUR BUSINESS OFFICE AT THE ADDRESS SHOWN. SHOULD THE EMPLOYEE BE TERMINATED, YOU ARE REQUIRED TO SURRENDER THE LICENSE TO THE OCCUPATIONAL AND BUSINESS LICENSING SECTION WITHIN 10 DAYS.	



Occupational and Business Licensing
555 Wright Way
Carson City, NV 89711
(775) 684-4690
www.dmvnv.com

CERTIFICATE OF EMPLOYMENT

Please type or print in ink.

FEES

<input type="checkbox"/> Salesman	<input type="checkbox"/> New License	<input type="checkbox"/> Inspector	New \$
<input type="checkbox"/> Manager	<input type="checkbox"/> Transfer	Class: <input type="checkbox"/> One <input type="checkbox"/> Two	Renew . . . \$
<input type="checkbox"/> Other (Title) _____	<input type="checkbox"/> Renewal	<input type="checkbox"/> Gas <input type="checkbox"/> Diesel	Transfer . . . \$

<input type="checkbox"/> Drive School Instructor:	<input type="checkbox"/> CDL	<input type="checkbox"/> Non CDL	<input type="checkbox"/> Behind the Wheel
<input type="checkbox"/> DUI School Instructor	<input type="checkbox"/> Trainee		<input type="checkbox"/> Gen Class under 18
<input type="checkbox"/> Traffic Safety School Instructor	<input type="checkbox"/> Trainee		

EMPLOYEE:

Name _____ Occupational License No. _____

Physical Address _____

City _____ State _____ Zip _____ Phone No: () _____

Social Security No. _____ Date of Birth _____ Sex _____

Height _____ Weight _____ Hair _____ Eyes _____

certify under penalty of perjury that all information contained in this application is true and correct.

Employee's Signature _____ Date: _____

EMPLOYER:

Business Name _____ Business License No. _____

Address _____

City _____ State _____ Zip _____ Phone No: () _____

Authorized Representative's Name (Print) _____ Title _____

Authorized Representative's Signature _____ Date _____

09-206 (Rev 1-2002)

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SECTION XI

GLOSSARY/INDEX

GLOSSARY

Authorized Inspection Station: A station licensed by the Department for inspecting motor vehicles and devices for the control of pollution for compliance with NRS Chapter 445B or any applicable federal regulation or regulation of the Nevada State Environmental Commission. NRS 445B.710

Authorized Station: A station licensed by the Department for inspecting motor vehicles and devices for the control of pollution for compliance with NRS Chapter 445B or any applicable federal regulation or regulation of the Nevada State Environmental Commission and for installing, repairing and adjusting such devices to meet the Commission's requirements. NRS 445B.720

Beneficiary: The person for whose benefit the trustee holds the trust property.

Broker: A person who, for a fee or any other consideration, offers to provide to another person the service of arranging, negotiating or assisting in the purchase of a new or used vehicle which has not been registered by the broker. NRS 482.0127

Dealer or Vehicle Dealer: Any person who:

- For compensation, money or other thing of value sells, exchanges, buys, offers or displays for sale, negotiates or attempts to negotiate a sale or exchange of an interest in a vehicle subject to registration under this chapter or induces or attempts to induce any person to buy or exchange an interest in a vehicle;
- Receives or expects to receive a commission, money, brokerage fee, profit or any other thing of value from the seller or purchaser of a vehicle; or
- Is engaged wholly or in part in the business of selling vehicles or buying or taking in trade vehicles for the purpose of resale, selling or offering for sale or consignment to be sold or otherwise dealing in vehicles, whether or not he owns the vehicles. NRS 482.020

Department: The Nevada Department of Motor Vehicles.

Distributor: A person, other than a manufacturer, who is engaged in the business of selling new motor vehicles to dealers. NRS 482.028

Evidence of Compliance: A certificate issued when a motor vehicle has been inspected and:

- Has the required equipment; or
- Does not meet the requirements for the control of emissions after the repairs have been made and the Nevada State Environmental Commission waives compliance. NRS 445B.730

Foreign Vehicle: Every motor vehicle, trailer or semitrailer which has been brought into this state otherwise than in the ordinary course of business by or through a manufacturer or dealer and which has not been registered in this state. NRS 482.040

Lease: A contract by which the lienholder or owner of a vehicle transfers to another person, for compensation, the right to use such vehicle. NRS 482.053.1

Lienholder: A person who holds a security interest in a vehicle and whose name appears on the certificate of title as legal owner. NRS 482.055

Long-Term Lessor: A person who has leased a vehicle to another person for a period of more than 31 days. NRS 482.053.3

Manufacturer: Every person engaged in the business of manufacturing motor vehicles, trailers or semitrailers. NRS 482.060

Motor Vehicle: Every vehicle as defined in NRS 482.135 which is self-propelled. NRS 482.075

Owner: A person who holds the legal title of a vehicle and whose name appears on the certificate of ownership, and any lienholder whose name appears on the certificate of ownership. NRS 482.085

Rebuilder: A person engaged in the business of reconstructing motor vehicles by the alteration, addition or substitution of substantial or essential parts. NRS 482.097

Rebuilt Vehicle: A vehicle, one or more major components of which have been replaced, including the cowl assembly, rear clip assembly, roof, floor pan assembly or conventional frame coupled with one additional major component.

Reconstructed Vehicle: Any vehicle which shall have been assembled or constructed largely by means of essential parts, new or used, derived from other vehicles or makes of vehicles of various names, models or types, or which, if originally otherwise constructed, shall have been materially altered by the removal of essential parts or by the addition or substitution

of essential parts, new or used, derived from other vehicles or makes of vehicles.

Settlor: The person creating the trust. The settlor can also be the trustee.

Short-Term Lessor: A person who has leased a vehicle to another person for a period of 31 days or less, or by the day or by the trip. NRS 482.053.5

Specially Constructed Vehicle: Any vehicle which shall not have been originally constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles.

Terms of the Trust: The duties and powers of the trustee and the rights of the beneficiary or beneficiaries intended by the settlor at the time the trust was created.

Trust Property: The property being held in trust.

Trustee: The person or entity holding property in trust and includes trustees, a corporation, a natural person and a successor or substitute trustee.

Vehicle: Every device in, upon or by which any person or property is or may be transported or drawn upon a public highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks. The term does not include mobile homes or commercial coaches as defined in NRS Chapter 489. NRS 482.135

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